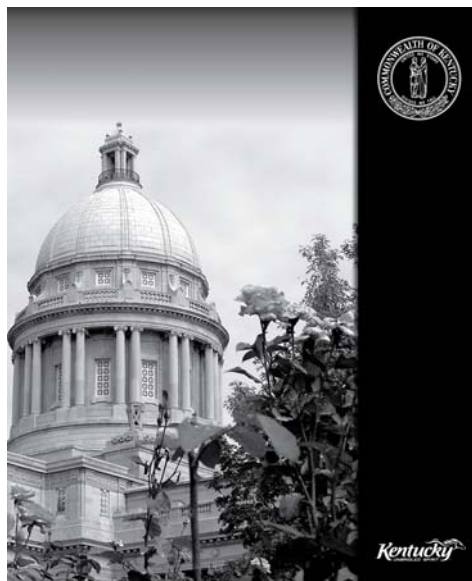


BRASS: OPERATING BUDGET EXECUTION



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Office of State Budget Director

**Commonwealth of Kentucky
OPERATING BUDGET EXECUTION**

Version 10.0

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BRASS: Operating Budget Execution

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Topic 1: Introduction to BRASS

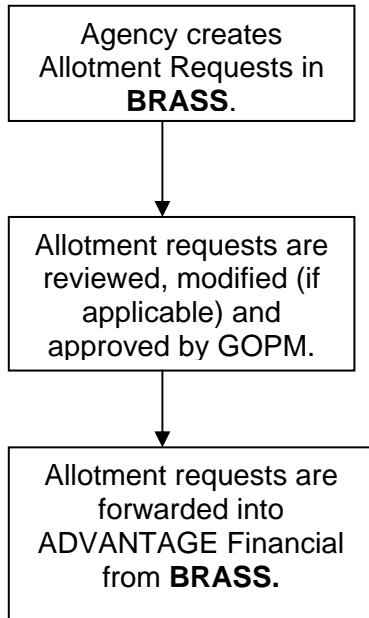
The Budget Reporting and Analysis Support System (**BRASS**) automates the budget preparation process and most of the budget execution process. The rest of the budget execution process is automated in ADVANTAGE Financial. All operating budget execution processes are integrated between **BRASS** and ADVANTAGE Financial. This topic will present an overview of the operating budget execution process.

By the end of this topic, you will be able to:

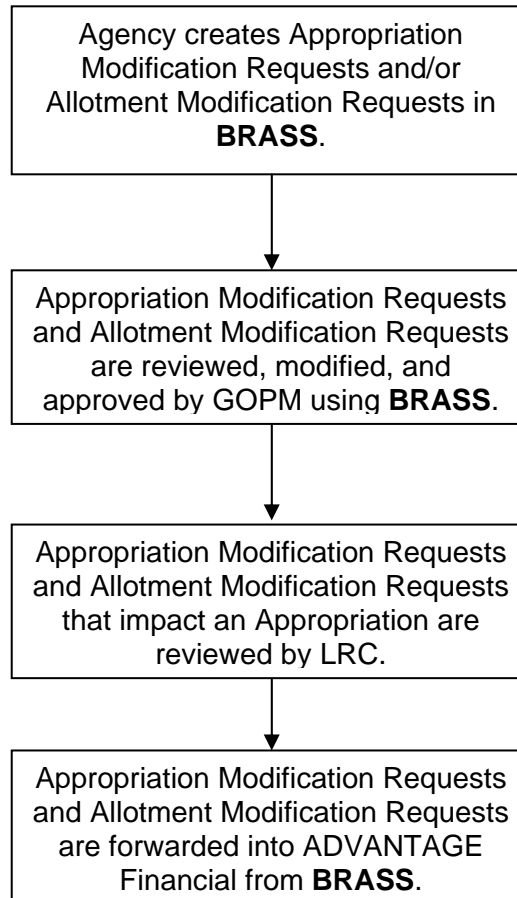
- Describe how **BRASS** is used in the operating budget execution process,
- Describe how **BRASS** and ADVANTAGE Financial interact in the operating budget execution process,
- Describe the **BRASS** Program Field,
- Describe stages,
- Describe the use of forms, views and reports,
- Describe the login process for **BRASS**.

Operating Budget Execution Process

Allotment Requests



Appropriation Modification Requests and Allotment Modification Requests



Operating Budget Execution Process

The Budget Execution process involves processing appropriations, allotments, appropriation modification requests, allotment modification requests and the Quarterly Restricted/Federal fund revisions. The process for each of these functions is discussed below.

Appropriations

- Appropriations are entered in **BRASS** by the Governor's Office for Policy and Management (GOPM) from the enacted appropriation bills, as revised.
- They are then forwarded by GOPM into ADVANTAGE Financial. ADVANTAGE Financial will then use this information in the budget control functions.

Allotment Requests

- Allotment requests are entered in **BRASS** by the agencies and submitted to GOPM.
- GOPM then reviews, modifies (if applicable), and approves the allotments.
- GOPM forwards the allotments into ADVANTAGE Financial.

Appropriation Modification Requests

If your agency received a grant that was not expected in the original appropriations bill, you would need to request an increase in your appropriation. To do this, an appropriation modification request would be processed as outlined below. You would also need to complete an allotment modification request form and a Quarterly Revision form concurrently if it is a Restricted or Federal fund modification.

- Appropriation modification requests are entered in **BRASS** by the agencies and submitted to GOPM and a hard copy to LRC.
- GOPM then reviews, modifies (if applicable), and approves the appropriation modification request using **BRASS**.
- The Legislative Research Commission (LRC) reviews the appropriation modification request.

- Once it is approved, GOPM then forwards the appropriation modification into ADVANTAGE Financial using **BRASS**.

Allotment Modification Requests

The Allotment Modification Request process varies slightly depending upon the type of modification. The two types of allotment modifications are requests that **do not** impact an appropriation or requests that **do** impact an appropriation.

Let's look at the process for an allotment modification request that **does not** impact an appropriation. The modification will have a "net zero" impact on the appropriation.

For our discussion, let's assume that the first quarter expenditure activity for your agency will exceed the allotment amount. You can request an allotment modification to move a portion of your fourth quarter allotment to the first quarter. This would not change your overall annual allotment and would have a "net zero" impact on your appropriation.

The process for allotment modification requests that **do not** impact an appropriation is:

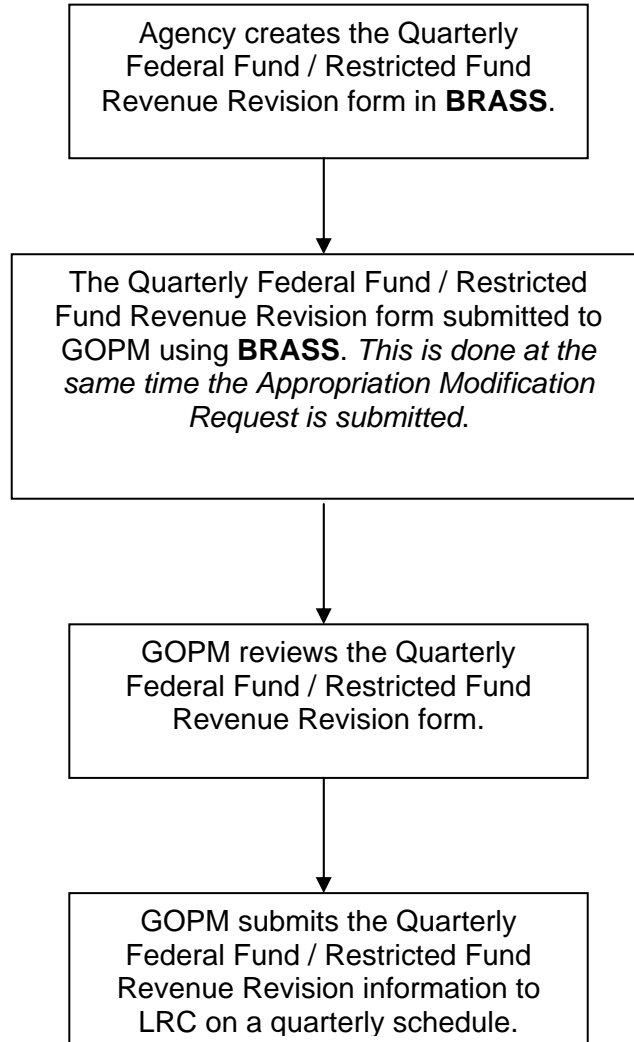
- An allotment modification request is entered in **BRASS** by an agency and submitted to GOPM.
- Agency submits written request to GOPM for the allotment modification, including the program code, fund and description of the **BRASS** allotment modification form(s).
- GOPM then reviews, modifies (if applicable), and approves the allotment modification request using **BRASS**.
- Once it is approved, the allotment is forwarded into ADVANTAGE Financial from **BRASS**.

Let's now look at the process for an allotment modification request that **does** impact an appropriation. Since there is a change in the appropriation, the appropriation modification request and allotment modification request are created and processed concurrently.

Let's continue with the example discussed for the appropriation modification request. Your agency received a grant that was not expected in the original appropriation amount. You need to request an increase in your allotment when you request the increase in your appropriation.

- Allotment modification request forms are entered in **BRASS** by an agency.
- Agency submits written request to GOPM for the allotment modification, including the program code, fund and description of the **BRASS** allotment modification form(s).
- GOPM then reviews, modifies (if applicable), and approves the allotment modification.
- Once it is approved, GOPM forwards the change into the ADVANTAGE Financial system and submits a copy to LRC.

Operating Budget Execution Process
Quarterly Federal Fund / Restricted Fund Revenue Revision



Quarterly Federal Fund / Restricted Fund Revenue Revisions

The appropriations bill requires any Federal Fund or Restricted Fund Appropriation Modification to be accompanied by information that reflects a revision in the estimated resources available from these funds. This information is submitted by the agency to GOPM. It is then forwarded to LRC by GOPM on a quarterly schedule for their Appropriation review process.

- The Quarterly Revenue Revision information is entered in **BRASS** by the agencies and submitted to GOPM. This information is submitted at the same time the Appropriation Modification is submitted.
- GOPM then reviews the information.
- The Quarterly Revenue Revision information is transmitted by GOPM to LRC on a quarterly schedule.

Recall our new federal grant example. Along with the Appropriation Modification and Allotment Modification Requests, that agency would complete and submit the Quarterly Revenue Revision information to GOPM.

BRASS – ADVANTAGE Financial**Capital Budgets**

How **BRASS** facilitates the budget execution process and how it interacts with ADVANTAGE Financial varies depending upon whether it is a capital or operating budget. The chart below outlines how **BRASS** and ADVANTAGE Financial interact for capital budgets.

| | <u>BRASS</u> | <u>AFS</u> |
|---|---------------------|-------------------|
| Original appropriation created to establish line-item project appropriation | X | |
| Original appropriation created to establish a non line-item project appropriation | | X |
| Appropriation modification document created to modify both line-item and non line-item project appropriations | | X |
| Original allotment request created to establish allotment | | X |
| Allotment modification document created to modify Allotment | | X |
| Original budgeted funding created to establish line-item project budgeted funding | X | |
| Original budgeted funding created to establish non line-item project budgeted funding | | X |
| Adjustments to budgeted funding created to modify both line-item and non line-item budget funding | | X |

BRASS: Operating Budget Execution

Operating Budgets

BRASS interacts with ADVANTAGE Financial differently for the execution of operating budgets than it does for the execution of capital budgets. The chart below outlines how **BRASS** and ADVANTAGE Financial interact for operating budgets.

| | <u>BRASS</u> | <u>AFS</u> |
|---|--------------|------------|
| Original appropriation created to establish appropriation | X | |
| Appropriation modification request created to modify appropriation | X | |
| Appropriation modification request forwarded to ADVANTAGE Financial | | X |
| Original allotment request created to establish allotment | X | |
| Allotment modification request created to modify allotment | X | |
| Allotment modification request forwarded to ADVANTAGE Financial | | X |

BRASS PROGRAM FIELD BUDGET EXECUTION

| Level Number | Level Description | Consolidating Units (C) | Non-Consolidating Units (N) |
|-------------------------|--|------------------------------------|--|
| 1 | Commonwealth | Commonwealth | |
| 2 | Branch of Government | Branch of Government | |
| 3 | Cabinet | Cabinet | |
| 4 | Combined Appropriations | Combined Appropriations | |
| 5 | Budget Bill Appropriation Unit | Budget Bill Appropriation Unit | |
| 6 | Appropriation Program/Allotment Roll-up | Allotment Roll-up | Appropriation Program Entry |
| 7 | Allotment Program | | Allotment Program Entry |

BRASS Program Field

The most important field in **BRASS** is the Program field. This field is actually a table where the Appropriation, Allotment, and all of their “roll-ups” or consolidations are identified. The Program field is also used to determine each user’s security access.

There are two major elements of the Program field that affect how you use and understand it:

1. The Program field is hierarchical – meaning that information at a lower level rolls-up or consolidates to all levels above it.
2. The Program field includes both consolidating (roll-up) and non-consolidating (entry) units.
Example: an Allotment program is a non-consolidating unit in the Program field for Budget Execution.

How the Program Field will be used

The Program field will be used every time you want to enter information into a **BRASS** Budget form. You will always select a Program unit on the “Outside of the Form” screen. Knowing the Program field’s hierarchies, or levels, will be necessary for Spreadsheet Views and Reports.

The Commonwealth will use 7 levels of the Program field. You can think of each of these levels as a stop on a staircase. Each level reports to the next higher level in the hierarchy. If information is entered at level 7, then that information “rolls-up” or consolidates to each of the 6 levels above it. If you want to view information in **BRASS** from a “top-down” perspective, and you select level 5, then you will see the level 5 information and any information at levels 6 and 7 below it.

Example: Justice Cabinet's Justice Administration and State Police

| Level | Level Description | C or N | Code | Description |
|-------|--------------------------------|--------|------------|---|
| 1 | Commonwealth | C | STATE | Commonwealth of Kentucky |
| 2 | Branch of Government | C | EXEC | Executive Branch |
| 3 | Cabinet | C | CB54_CAB | Justice and Public Safety |
| 4 | Combined Appropriations | C | CB54A_CMAP | Justice and Public Safety |
| 5 | Budget Bill Appropriation Unit | C | 500_BILL | Justice Administration |
| 6 | Appropriation Program Entry | N | 500A | Justice Administration |
| 6 | Allotment Roll-up | C | 500A_AL | Justice Administration – Allotment Roll-Up |
| 7 | Allotment Program Entry | N | 5000 | Office of the Secretary |
| 7 | Allotment Program Entry | N | 500B | Medical Examiner Program |
| 7 | Allotment Program Entry | N | 500C | Parole Board |
| 7 | Allotment Program Entry | N | 500D | Criminal Justice Council |
| 7 | Allotment Program Entry | N | 500E | Grant Funds |
| 7 | Allotment Program Entry | N | 500F | Asset Forfeiture |
| 7 | Allotment Program Entry | N | 500G | Public Safety Training |
| 7 | Allotment Program Entry | N | 500H | Drug Control Policy |
| 5 | Budget Bill Appropriation Unit | C | 520_BILL | State Police |
| 6 | Appropriation Program Entry | N | 520D | State Police |
| 6 | Allotment Roll-up | C | 520D_AL | State Police – Allotment Roll-Up |
| 7 | Allotment Program Entry | N | 5200 | State Police |
| 7 | Allotment Program Entry | N | 520A | Executive Services |
| 7 | Allotment Program Entry | N | 520B | Technical Services |
| 7 | Allotment Program Entry | N | 520C | Carrying Concealed Weapons |
| 7 | Allotment Program Entry | N | 520E | Police Services |
| 7 | Allotment Program Entry | N | 520F | Asset Forfeiture |
| 7 | Allotment Program Entry | N | 520M | Commercial Mobile Radio System |

Consolidating and Non-Consolidating Units

A unit in the Program field can be set up as Consolidating (roll-up) or Non-consolidating (entry only). These are represented in **BRASS** as a “**C**” for Consolidating and an “**N**” for Non-Consolidating. **BRASS** allows for one level of the hierarchy to include both Consolidating and Non-consolidating units. A brief description of each level is listed below.

Level 1 Consolidating – Commonwealth: this is the roll-up for all three branches of government.

Level 2 Consolidating – Branch of Government: this is the level for the roll-up of each branch of government.

Level 3 Consolidating – Cabinet: this is defined as the eMARS Cabinet within the ADVANTAGE Financial system.

Level 4 Consolidating – Combined Appropriations: this level is used for reporting purposes only.

Level 5 Consolidating – Budget Bill Appropriation Unit: this will represent the actual Appropriation level included in each branch Appropriations bill.

Level 6 Non-Consolidating – Appropriation Program Entry: this serves the following purposes for Budget Execution: 1) The level at which Appropriations are entered into **BRASS** for the **BRASS**/ADVANTAGE integration during the Budget Execution process; and 2) Agency entry for the Quarterly Restricted/Federal Fund Revenue Revision form.

Level 6 Consolidating – Allotment Roll-up: this unit consolidates all Allotment Programs for Budget Execution.

Level 7 Non-Consolidating – Allotment Entry: for Budget Execution this unit will be used for ADVANTAGE Allotment programs. It will be the selected unit for Allotment requests and Allotment modifications.

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General Fund (0100)

670K Parks

Allotments:

Total Allotments: \$27,958,700

Operating Budget Allotment Attributes

Operating budget allotments have three attributes:

- Allotment Program
- Allotment Period
- Allotment by Object Type

In ADVANTAGE Financial, Allotment Programs can be used to control spending within a specified time period and to control spending by Object Type for the General Fund.

Allotment Program

An Allotment Program is a subset of an Appropriation Program by Fund. You can have more than one allotment program for an associated appropriation.

In this example, the Appropriation Program for Parks (670K) is divided into six Allotment Programs as follows:

- 670A General Administration and Support
- 670B Resort Parks
- 670C Recreation Parks and Historic Sites
- 670D Cafeterias
- 670E Parks – Debt Services
- 670G Breaks Interstate Park

The Allotment Programs in **BRASS** will match the Function Types in ADVANTAGE Financial through the use of the SAS-14 Account Modification Form. The SAS-14 is designed for use in both **BRASS** and ADVANTAGE Financial and is available on the eMARS website at: <http://finance.ky.gov/internal/eMARS/forms/>. This will ensure that the program codes are the same in both systems.

Allotments by Object Type

Object Types for the General Fund

| | |
|----------------------|--------------------------------|
| Object Type 1 | Personal Services |
| Object Type 3 | Operating Expenses |
| Object Type 4 | Grants, Loans, Benefits |
| Object Type 5 | Debt Service |
| Object Type 6 | Capital Outlay |

Quarterly Allotments

- 1st Quarter (July-Aug-Sept)**
- 2nd Quarter (Oct-Nov-Dec)**
- 3rd Quarter (Jan-Feb-Mar)**
- 4th Quarter (Apr-May-June)**

Allotment Period

Each allotment program is required to be split by time period – quarters. The breakout by quarters is shown to the left on Page 1 – 18.

Allotments by Object Type

The Object Type is used to control spending for General Fund Allotment Programs for Object Types: Personal Services; Operating Expenses; Grants Loans Benefits; Debt Service; and Capital Outlay.

Allotment Programs established in the General Fund (0100) will be set-up with an associated Object Type. Allotment Program accounts for the Federal Fund, Restricted Fund, Road Fund, Tobacco Fund and some selected General Fund accounts will not be established at the Object Type. The General Fund Object Types are shown to the left on Page 1 - 18.

Budget Objects

| Budget Object | Description |
|---------------|---|
| X001 | Regular Budget |
| X002 | Continued Budget |
| X003 | Special Budget |
| X004 | Budget Revision Due to Reorganization |
| X005 | Appropriation from General Fund Surplus |
| X006 | Current Year Budget |
| X007 | Surplus Expenditure Plan |
| X008 | Salary and Health Insurance |
| X009 | Budget Reduction Revision |
| X010 | Other Budget Revision |
| X011 | Tobacco Settlement – Phase I |

Budget Objects

Allotment transactions are differentiated through the use of Budget Objects that indicate whether the Allotment was the original or a revision. For example, Regular Budget (Budget Object X001) represents allotments that are prepared during the regular allotment request process. However, Other Budget Revisions (X010) represent some actions that result from the allotment modification request process. A list of budget objects and their definitions are shown below. You should note that Budget Object X001 and X011 are the only ones you would use during the allotment request process.

In **BRASS**, field AA-Object (Appropriation/Allotment Object Table) is where the Budget Objects will be stored. The intended uses of Budget Objects are to track and report original budgets and changes to those budgets by selected characteristics.

❑ Regular Budget (X001)

Operating budget appropriation and associated Operating budget allotments that originate from a Regular Session of the General Assembly and a branch of government appropriations act.

❑ Continued Budget (X002)

Operating budget appropriation balances and associated allotment balances forwarded from the prior fiscal year.

❑ **Special Budget (X003)**

Operating budget appropriation and associated Operating budget allotments that originate from an appropriation provision in any act of the General Assembly that is not the first biennial branch of government appropriations act; and any appropriation provision passed during an Extraordinary Session that is not the first biennial branch budget.

❑ **Budget Revision Due to Reorganization (X004)**

Operating budget appropriations and associated allotments that are transferred due to a reorganization/Executive Order action.

❑ **Appropriation from General Fund Surplus (X005)**

Operating budget appropriation and associated Operating budget allotments from General Fund Surplus.

❑ **Current Year Budget (X006)**

Operating budget appropriation and associated Operating budget allotments originating from a Regular Session of the General Assembly and a branch of government appropriations act for the current fiscal year. These occur biennially in the even numbered years.

❑ **Surplus Expenditure Plan (X007)**

Operating budget appropriations and associated Operating budget allotments that occur based on a Surplus Expenditure Plan.

❑ **Salary and Health Insurance (X008)**

Allocation of centrally pooled Salary and Health Insurance appropriations.

❑ **Budget Reduction Revision (X009)**

Operating budget appropriation and associated Operating budget allotment revisions due to an official budget reduction.

❑ **Other Budget Revision (X010)**

Operating budget appropriation and associated Operating budget allotment other revisions not addressed by the above codes.

❑ **Tobacco Settlement – Phase I (X011)**

Operating budget appropriation and associated Operating budget allotments that occur based on the Phase I Tobacco Settlement.

Stages

Stages are the means by which forms progress through the Budget Execution process. The number of stages and how they progress will vary slightly depending upon the type of form.

When a form is ready to progress from one stage to another, notification must be sent to the user/agency responsible for the next stage (i.e., GOPM). The form will then be pulled to the next stage by that user/agency.

Once a form has been pulled from one stage to another, access to the form will change. In other words, the stage that the form is in will govern the access to that form. Assume that Stage 1 of your form is Agency Submission and Stage 2 is GOPM review. When GOPM pulls the form to Stage 2, the Stage 1 agency will no longer have access to look at or modify the form.

Forms, Spreadsheet Views and Reports

Forms

BRASS uses forms as a point of entering information in the system. Forms are templates that you access from the list of forms available to your agency. Forms contain specific information for that specific action such as allotment modification requests.

Spreadsheet Views

Spreadsheet views access information contained in forms and display them in a data table format such as you would see in a spreadsheet program. Spreadsheet views are able to access information from either one form or multiple forms. You can export the information contained in views into other spreadsheet or database programs for further analysis.

Reports

There will be form reports that are available for each form created and represent a print out of the form. There are also standard reports that access information that was entered through forms.

BRASS Logon Procedures

Prior to the beginning of each fiscal year, a new **BRASS** database will be created for Budget Execution purposes. Users with access to the current fiscal year database for Budget Execution will be granted access to the new fiscal year database. Each fiscal year, users will be required to login to the new fiscal year database and create a password before access to the **BRASS** functions for their agency is granted.

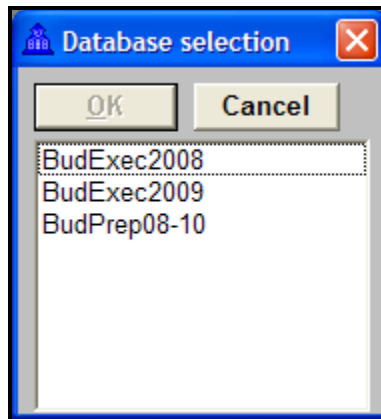
Access to the **BRASS** functions for the agency will not be immediate. During the Allotment process (month of May), access will be granted during a nightly cycle for those users who have created their password during the business day. After the Allotment process, access will be granted when a user notifies the **BRASS** Administrators that they have successfully created a password. The **BRASS** Administrators will then notify the user once the access has been completed.

Users who do not create a password in **BRASS** within 30 days of the notification that access has been granted will have their access revoked.

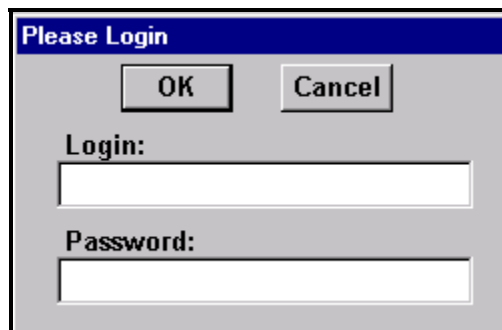
BRASS: Operating Budget Execution

To login to **BRASS**, double-click on the **BRASS** icon on your screen or in the MARS Application folder on your screen. The hourglass may appear and then disappear before **BRASS** loads. If you are sure you have double-clicked once, do not double-click again.

When the Database selection box appears, select the appropriate database and click **OK**. Note: Each database shown is an individual database. Users must login to each database and create a different password in each one.



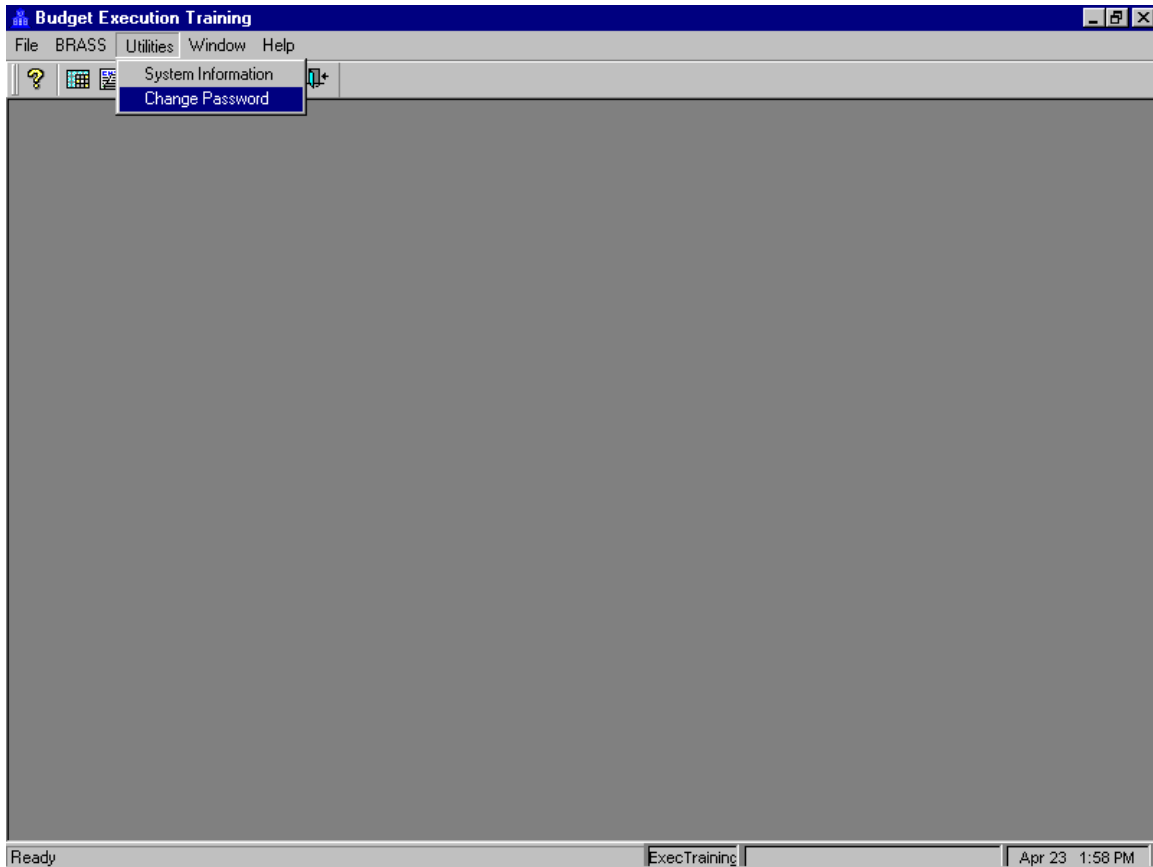
Once the **BRASS** login screen appears, enter the User ID provided to you in the Login field. If this is your first login to this database in **BRASS**, leave the Password field blank and click **OK**. You are required to create a password before access to the **BRASS** functions for your agency is granted.



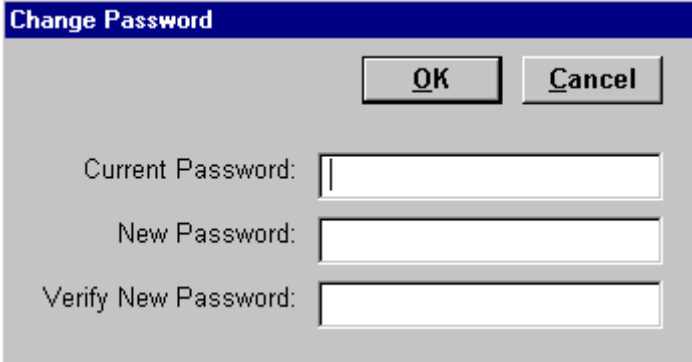
BRASS Password Procedures

Appropriate password security is very important. Your password is used to ensure that you are the person entering data or making changes, and that you are authorized to enter that data or make those changes. Having a password that is unique and not easily guessed is the best way to ensure the secrecy of your password.

To change your **BRASS** password, from the main **BRASS** screen, click on **Utilities** then click **Change Password**.



Change password: When the Change Password dialog box appears, enter your current password in the **Current Password** field. If you do not have a password leave this field blank. Tab to the **New Password** field and enter a password of your choice. Your password must be between 8 to 32 characters in length and should contain both alpha and numeric characters. Special characters are not permitted. Tab to the **Verify New Password** field and re-enter your new password. Click **OK**.



The image shows a 'Change Password' dialog box with a blue title bar. It contains three text input fields labeled 'Current Password:', 'New Password:', and 'Verify New Password:'. There are 'OK' and 'Cancel' buttons in the top right corner.

Once you have created a password, you will use it each time you sign on to **BRASS**. **Remember your password**; system administrators do not have a record of it and cannot provide it to you if you forget.



In this topic, you learned about:

- How **BRASS** is used in the budget execution process,
- How **BRASS** and ADVANTAGE Financial interact in the budget execution process,
- The use of the **BRASS** Program field,
- The use of stages, forms, views and reports,
- How to login to **BRASS**.

In the next topic, you will learn more about the allotment request process.

Topic 2: Allotment Requests for Operating Budget Execution

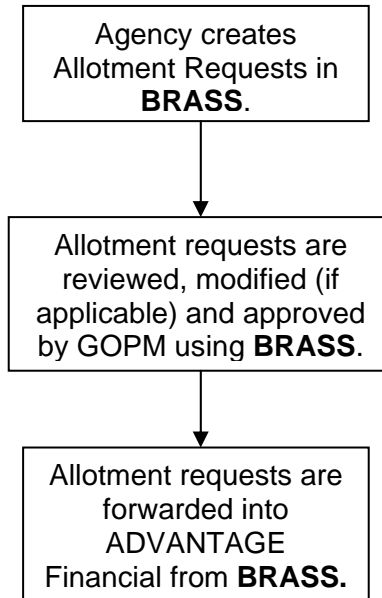
This topic provides information about the allotment request process and how to prepare Allotment Request forms. The eMARS 320: Capital and Revenue Budget course discusses capital budget execution.

By the end of this topic, you will be able to:

- Describe the Allotment Request process for operating budgets,
- Complete a representative Allotment Request form,
- Access a report associated with Allotment Request form,
- Refresh a report, and
- Compare Allotment Request to Appropriation.

Allotment Request Process

Allotment Requests



Allotment Requests

After the Biennial Budget Preparation process has been completed and the Appropriation bills enacted, the Governor's Office for Policy and Management (GOPM) will process the Appropriations. It is at this point that Allotment Request forms are completed and processed. The Allotment Request process must be completed prior to the beginning of each fiscal year.

GOPM initiates the allotment request process through communication with all state government organizational entities. This communication outlines the Allotment Request process and all of the guidelines on preparing the allotment information.

Allotment requests follow the process below:

- Allotment requests are entered in **BRASS** by the agencies and submitted to GOPM.
- GOPM then reviews, modifies (if applicable), and approves the allotments.
- GOPM forwards the allotments into ADVANTAGE Financial.

Allotment Request Form “Inside of the Form”

Budget Execution Training

File BRASS AA Objects Security Utilities Window Help

?

Allotment Request: 14 - GF Parks Allotment Request

Insert Delete Move Audit Net Cost Apply Save Cancel

General

| Seq | Program | Fund | Object | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Unallotted | Y1TLGORG | Object Amt |
|-----|---------|------|---------|------------|-----------|-----------|-----------|------------|------------|------------|
| 1 | 670A | 0100 | QUARTER | 3,770,000 | 2,423,000 | 2,153,000 | 2,423,000 | | 10,769,000 | |
| 2 | 670A | 0100 | 1 | | | | | | 0 | 8,292,000 |
| 3 | 670A | 0100 | 3 | | | | | | 0 | 2,477,000 |
| | 670A | | | 3,770,000 | 2,423,000 | 2,153,000 | 2,423,000 | 0 | 10,769,000 | 10,769,000 |
| 4 | 670B | 0100 | QUARTER | 3,164,800 | 2,034,500 | 1,808,500 | 2,034,500 | | 9,042,300 | |
| 5 | 670B | 0100 | 3 | | | | | | 0 | 9,042,300 |
| | 670B | | | 3,164,800 | 2,034,500 | 1,808,500 | 2,034,500 | 0 | 9,042,300 | 9,042,300 |
| 6 | 670C | 0100 | QUARTER | 2,048,200 | 1,316,700 | 1,170,400 | 1,316,700 | | 5,852,000 | |
| 7 | 670C | 0100 | 3 | | | | | | 0 | 5,852,000 |
| | 670C | | | 2,048,200 | 1,316,700 | 1,170,400 | 1,316,700 | 0 | 5,852,000 | 5,852,000 |
| 8 | 670D | 0100 | QUARTER | 123,300 | 79,200 | 70,500 | 79,300 | | 352,300 | |
| 9 | 670D | 0100 | 3 | | | | | | 0 | 352,300 |
| | 670D | | | 123,300 | 79,200 | 70,500 | 79,300 | 0 | 352,300 | 352,300 |
| 10 | 670E | 0100 | QUARTER | 1,752,000 | | | | | 1,752,000 | |
| 11 | 670E | 0100 | 5 | | | | | | 0 | 1,752,000 |
| | 670E | | | 1,752,000 | 0 | 0 | 0 | 0 | 1,752,000 | 1,752,000 |
| 12 | 670G | 0100 | QUARTER | 50,000 | 50,000 | 50,000 | 41,100 | | 191,100 | |
| 13 | 670G | 0100 | 4 | | | | | | 0 | 191,100 |
| | 670G | | | 50,000 | 50,000 | 50,000 | 41,100 | 0 | 191,100 | 191,100 |
| | | | | 10,908,300 | 5,903,400 | 5,252,400 | 5,894,600 | 0 | 27,958,700 | 27,958,700 |

Ready BudExecTra Apr 17 10:44 AM

Allotment Request Form

The Allotment Request form is used to enter the requested amounts for each Allotment Program prior to the beginning of each fiscal year. Allotment Request forms are processed after the Appropriation process is completed. **BRASS** has one Allotment Request form for each discrete eMARS Fund Type and Appropriation Program Combination.

For example, The Department of Parks has six General Fund Allotment Program accounts and four Restricted Fund Allotment Program Accounts. In this situation, the Department of Parks would complete two Allotment Request Forms, one for each Fund. All Allotment Programs with the same Fund can be submitted on the same form.

It is important to note that if an Allotment Program account will not have any allotment amounts, then you do **not** complete a **BRASS** Allotment Request form for that Allotment Program account. Also, only the Object Types used by an Allotment Program need to be included in the lines of the Allotment Request form.

The screen view shows a completed Allotment Request form for the Department of Parks. This form is for the Department of Parks General Fund Appropriation. The Department of Parks has a total of six General Fund Allotment Program accounts. This Allotment Request form includes all General Fund Allotment Program accounts for the Department of Parks.

Allotment Request Form “Inside of the Form”

Budget Execution Training

File BRASS AA Objects Security Utilities Window Help

Insert Delete Move Audit Net Cost Apply Save Cancel

General

| Seq | Program | Fund | Object | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Unallotted | Y1TLGORG | Object Amt |
|-----|---------|------|---------|------------|-----------|-----------|-----------|------------|------------|------------|
| 1 | 670A | 0100 | QUARTER | 3,770,000 | 2,423,000 | 2,153,000 | 2,423,000 | | 10,769,000 | |
| 2 | 670A | 0100 | 1 | | | | | | 0 | 8,292,000 |
| 3 | 670A | 0100 | 3 | | | | | | 0 | 2,477,000 |
| | 670A | | | 3,770,000 | 2,423,000 | 2,153,000 | 2,423,000 | 0 | 10,769,000 | 10,769,000 |
| 4 | 670B | 0100 | QUARTER | 3,164,800 | 2,034,500 | 1,808,500 | 2,034,500 | | 9,042,300 | |
| 5 | 670B | 0100 | 3 | | | | | | 0 | 9,042,300 |
| | 670B | | | 3,164,800 | 2,034,500 | 1,808,500 | 2,034,500 | 0 | 9,042,300 | 9,042,300 |
| 6 | 670C | 0100 | QUARTER | 2,048,200 | 1,316,700 | 1,170,400 | 1,316,700 | | 5,852,000 | |
| 7 | 670C | 0100 | 3 | | | | | | 0 | 5,852,000 |
| | 670C | | | 2,048,200 | 1,316,700 | 1,170,400 | 1,316,700 | 0 | 5,852,000 | 5,852,000 |
| 8 | 670D | 0100 | QUARTER | 123,300 | 79,200 | 70,500 | 79,300 | | 352,300 | |
| 9 | 670D | 0100 | 3 | | | | | | 0 | 352,300 |
| | 670D | | | 123,300 | 79,200 | 70,500 | 79,300 | 0 | 352,300 | 352,300 |
| 10 | 670E | 0100 | QUARTER | 1,752,000 | | | | | 1,752,000 | |
| 11 | 670E | 0100 | 5 | | | | | | 0 | 1,752,000 |
| | 670E | | | 1,752,000 | 0 | 0 | 0 | 0 | 1,752,000 | 1,752,000 |
| 12 | 670G | 0100 | QUARTER | 50,000 | 50,000 | 50,000 | 41,100 | | 191,100 | |
| 13 | 670G | 0100 | 4 | | | | | | 0 | 191,100 |
| | 670G | | | 50,000 | 50,000 | 50,000 | 41,100 | 0 | 191,100 | 191,100 |
| | | | | 10,908,300 | 5,903,400 | 5,252,400 | 5,894,600 | 0 | 27,958,700 | 27,958,700 |

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Let's look at a few of the key fields:

The Allotment Program codes are: 670A, 670B, 670C, 670D, 670E and 670G. The Allotment Program in **BRASS** is the equivalent of the Function Type code in eMARS.

The Fund code is the four-digit Fund Type code that is used in eMARS.

The Object Type is the same Object Type code that would be used in eMARS.

The Allotment Periods are broken down by Quarter 1, Quarter 2, Quarter 3, Quarter 4 and Unallotted. Amounts are entered in each of the appropriate quarters. For the General Fund, allotments are also broken down by the Object Type. The Object Type amounts are entered in the Object Amt column.

The buttons below the title line perform the following functions:

Insert – When you enter the form, the hand pointer is on Line 1. If you are entering several Allotments within this Appropriation and fund, you must do it on different entry lines on the same form. To add additional lines, click on **Insert**.

Delete – If you find you need to delete a line that you've entered, make sure that all amounts on the line to be deleted are zero. Click the mouse pointer on that line, and then click the mouse pointer on **Delete**.

Move – This button is used to rearrange the order of the lines in the form. Click on the line that you wish to move and then click your mouse pointer on **Move**. The mouse pointer will change shape to a circle with a diagonal line in it. Move the cursor to the location you want to move the line to and click your left mouse button. The line will move to the new location.

*(Note: It is possible in **BRASS** to move a line below the total line. However, if you do this, the total will not change so if you're not careful your form will begin to look very odd.)*

Allotment Request Form

“Inside of the Form”

Budget Execution Training

File BRASS AA Objects Security Utilities Window Help

Insert Delete Move Audit Net Cost Apply Save Cancel

General

| Seq | Program | Fund | Object | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Unallotted | Y1TLGORG | Object Amt |
|-----|---------|------|---------|------------|-----------|-----------|-----------|------------|------------|------------|
| 1 | 670A | 0100 | QUARTER | 3,770,000 | 2,423,000 | 2,153,000 | 2,423,000 | | 10,769,000 | |
| 2 | 670A | 0100 | 1 | | | | | | 0 | 8,292,000 |
| 3 | 670A | 0100 | 3 | | | | | | 0 | 2,477,000 |
| | 670A | | | 3,770,000 | 2,423,000 | 2,153,000 | 2,423,000 | 0 | 10,769,000 | 10,769,000 |
| 4 | 670B | 0100 | QUARTER | 3,164,800 | 2,034,500 | 1,808,500 | 2,034,500 | | 9,042,300 | |
| 5 | 670B | 0100 | 3 | | | | | | 0 | 9,042,300 |
| | 670B | | | 3,164,800 | 2,034,500 | 1,808,500 | 2,034,500 | 0 | 9,042,300 | 9,042,300 |
| 6 | 670C | 0100 | QUARTER | 2,048,200 | 1,316,700 | 1,170,400 | 1,316,700 | | 5,852,000 | |
| 7 | 670C | 0100 | 3 | | | | | | 0 | 5,852,000 |
| | 670C | | | 2,048,200 | 1,316,700 | 1,170,400 | 1,316,700 | 0 | 5,852,000 | 5,852,000 |
| 8 | 670D | 0100 | QUARTER | 123,300 | 79,200 | 70,500 | 79,300 | | 352,300 | |
| 9 | 670D | 0100 | 3 | | | | | | 0 | 352,300 |
| | 670D | | | 123,300 | 79,200 | 70,500 | 79,300 | 0 | 352,300 | 352,300 |
| 10 | 670E | 0100 | QUARTER | 1,752,000 | | | | | 1,752,000 | |
| 11 | 670E | 0100 | 5 | | | | | | 0 | 1,752,000 |
| | 670E | | | 1,752,000 | 0 | 0 | 0 | 0 | 1,752,000 | 1,752,000 |
| 12 | 670G | 0100 | QUARTER | 50,000 | 50,000 | 50,000 | 41,100 | | 191,100 | |
| 13 | 670G | 0100 | 4 | | | | | | 0 | 191,100 |
| | 670G | | | 50,000 | 50,000 | 50,000 | 41,100 | 0 | 191,100 | 191,100 |
| | | | | 10,908,300 | 5,903,400 | 5,252,400 | 5,894,600 | 0 | 27,958,700 | 27,958,700 |

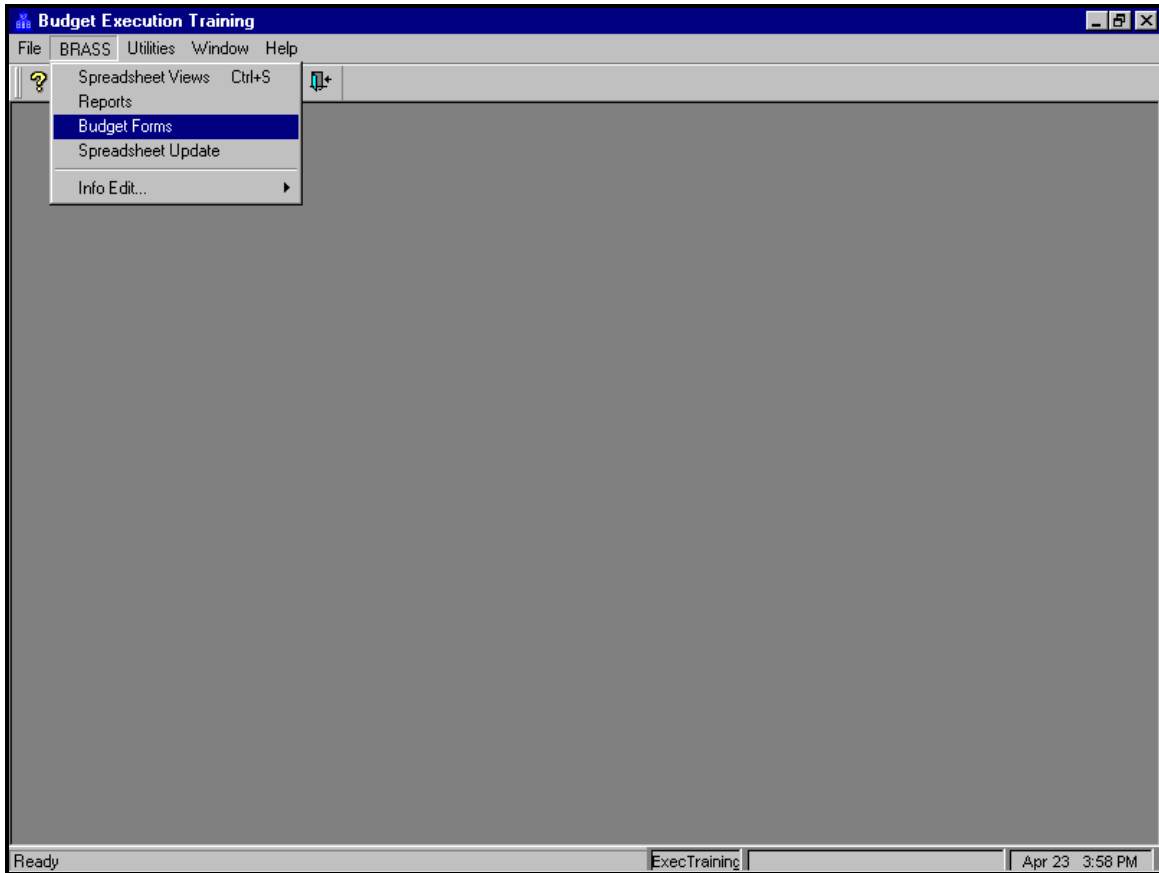
Ready BudExecTra Apr 17 10:44 AM

Audit – This button is used to access the audit trail for **BRASS** forms. The audit trail is only created when the form is saved and posted to the database. For Budget Execution purposes, the audit button is only useful on the Allotment Request and Quarterly Revision forms.

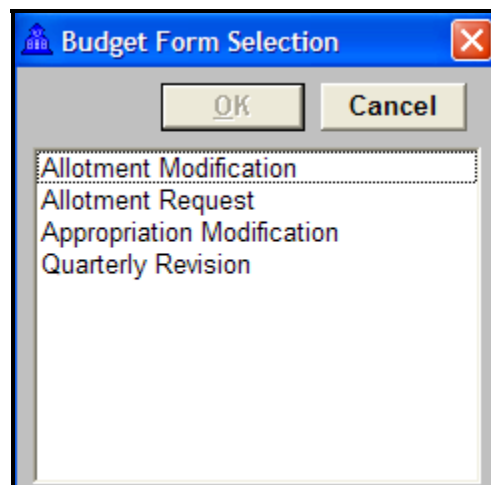
For forms that do save and post in more than one stage, the audit trail lists each transaction (line in the budget form) by stage, with a User ID and date/time stamp of when the entry was made.

You will also see the audit trail feature working when you change a number previously entered in a saved form. A Reason for Change dialog box will appear.

BRASS Menu Option



Budget Form Selection Window



Accessing an Allotment Request Form

Let's do a walkthrough to create an Allotment Request form for a General Fund Allotment Program account.

The first step is to access the correct Budget Form. To do that, you would complete the following steps:

Step 1: On the **Menu Bar** -- Select **BRASS**

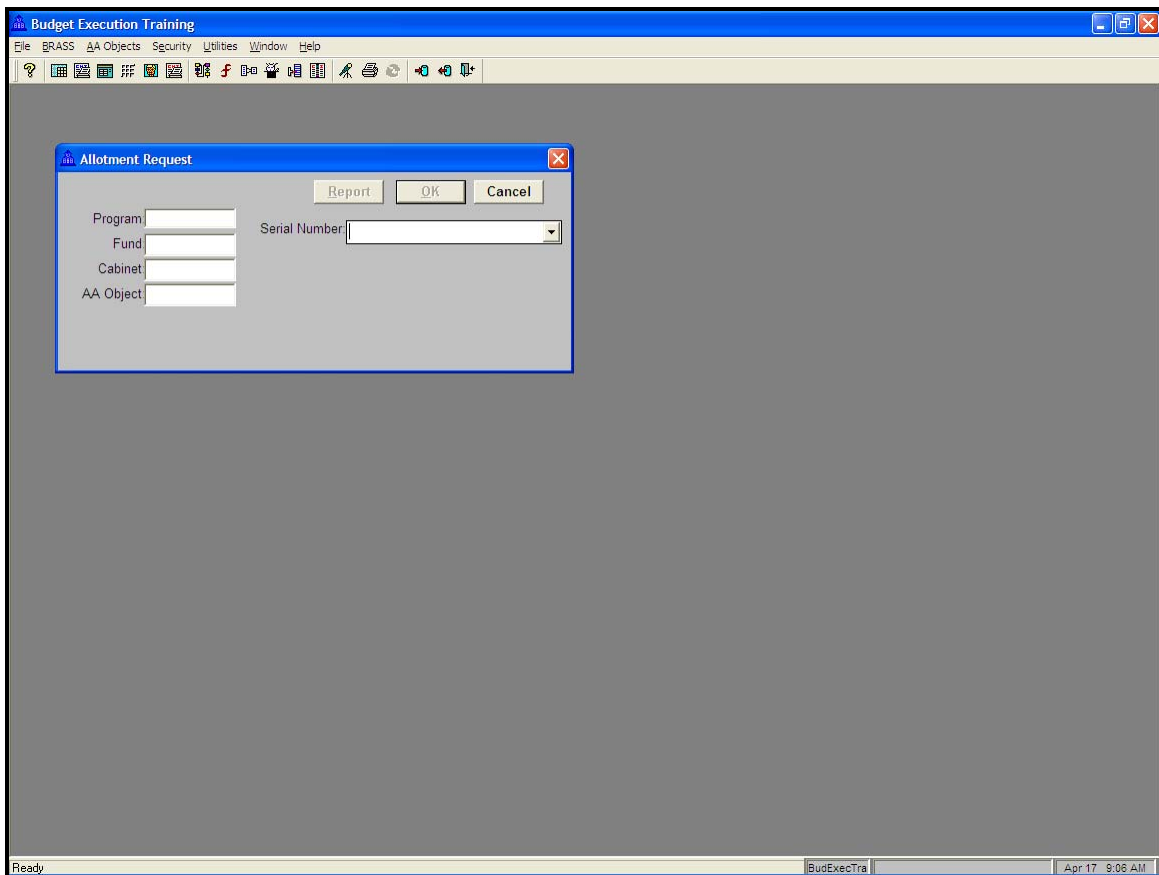
Step 2: Select **Budget Forms**

You should now see the Budget Form Selection Window. Let's select the Allotment Request form.

Step 3: Select **Allotment Request**

The Allotment Request (outside of the form) should now be displayed.

Allotment Request “Outside of the Form”



Completing the “Outside of the Form”

Let's populate this screen:

Step 1: *Program* field. This field is used to designate which Allotment Program to use. The program code to select on the outside of the Allotment Modification form is the Appropriation code + “_AL”. Click on the drop down arrow and select the appropriate program code followed by the “_AL”. All eligible Non-Consolidating data elements in the program table will be in the drop-down list.

Step 2: Choose “☺☺☺☺_AL”.

Important Note: The drop down list will only include the programs for which you have security access.

Step 3: *Fund* field. This field is used to designate which Fund to use. Click on the down arrow and select “0100 General Fund”. Note that “0100” is the same fund type code used for General Fund in eMARS.

Step 4: *Cabinet* field. This field is used to designate which Cabinet to use. Click on the down arrow and select “☺☺”.

Allotment Request “Outside of the Form”

The screenshot displays the 'Budget Execution Training' application window. A dialog box titled 'Allotment Request' is open, featuring a 'Report' button and 'OK'/'Cancel' buttons. The dialog contains the following fields:

| Field | Value |
|---------------|----------------------------|
| Program | 670K_AL |
| Fund | 0100 |
| Cabinet | 50 |
| AA Object | X001 |
| Serial Number | (New) |
| Description | GF Parks Allotment Request |
| Stage | () |
| Priority | |
| Type | |
| Code 1 | |
| Code 2 | |
| Code 3 | |
| Code 4 | |

The status bar at the bottom of the application window shows 'Ready', 'BudExecTra', and the date/time 'Apr 17 9:00 AM'.

- Step 5:** *AA-Object* field. This field is used to identify the budget object. For the Allotment Request form you will choose X001 except for allotments funded from the Tobacco Settlement – Phase I funds. For those allotments, select X011 in this field. Click on the down arrow and select “X001”.
- Step 6:** *Serial Number* field. If you are creating a new form, you would select “(New)” and a serial number will be assigned by the system. If you are accessing a form that has already been created, then you would choose the correct serial number from the drop down list. Click on the down arrow and select “(New)”.
- Step 7:** *Description* field. The *Description* field is where you will assign a name to your Allotment Request form. This name will always be assigned to this Allotment Request form. Remember, each Appropriation Program, Fund, Cabinet and Allotment Object combination will have its own form. The Description Name will be the way you can identify which Appropriation Unit/Fund a Form represents (as it will be displayed across the top of the form). You may enter up to 30 characters with spaces. A good “rule of thumb” would be to enter the Fund abbreviation followed by the Appropriation. Type in a description.

Allotment Request “Outside of the Form”

The screenshot displays the 'Budget Execution Training' application window. A dialog box titled 'Allotment Request' is open, featuring a 'Report' button and 'OK'/'Cancel' buttons. The dialog contains the following fields:

| Field | Value |
|---------------|----------------------------|
| Program | 670K_AL |
| Fund | 0100 |
| Cabinet | 50 |
| AA Object | X001 |
| Serial Number | (New) |
| Description | GF Parks Allotment Request |
| Stage | () |
| Priority | |
| Type | |
| Code 1 | |
| Code 2 | |
| Code 3 | |
| Code 4 | |

The status bar at the bottom of the application window shows 'Ready', 'BudExecTra', and the date/time 'Apr 17 9:00 AM'.

Step 8: *Stage* field. This field indicates the stage of the document in the process cycle. Click on the down arrow and select “Stage 1 Agency Request”. This represents the initial Agency Request stage for the Allotment Request process.

It is important that you understand stages in **BRASS**. Stages are used to distinguish between various users at different points in the budget execution process. Your access to stages for online budget forms is determined by your security profile.

Hint: You can tell the stage of a particular form from the () to the right of the Stage field. If the form has been used before and saved, the number in the parentheses shows the stage in which the form was last saved. If this is the first time this form has been created but not used (New), the parentheses will be blank.

Subsequent users advance forms to the next stage once they are completed. Once a completed form is ready to submit, the agency will notify its assigned GOPM Analyst per Commonwealth procedures. GOPM will access the form online and advance it to the next stage.

Depending on the procedures established in your agency, Stage 1 and Stage 2 entries may be done by the same person.

Allotment Request “Outside of the Form”

The screenshot displays the 'Budget Execution Training' application window. A dialog box titled 'Allotment Request' is open, featuring a 'Report' button and 'OK'/'Cancel' buttons. The dialog contains the following fields:

| Field | Value |
|---------------|----------------------------|
| Program | 670K_AL |
| Fund | 0100 |
| Cabinet | 50 |
| AA Object | X001 |
| Serial Number | (New) |
| Description | GF Parks Allotment Request |
| Stage | () |
| Priority | |
| Type | |
| Code 1 | |
| Code 2 | |
| Code 3 | |
| Code 4 | |

The status bar at the bottom of the application window shows 'Ready', 'BudExecTra', and the date/time 'Apr 17 9:00 AM'.

Seven (7) stages are used to process the Allotment Request form:

- Stage 1** Initial entry by agency personnel.
- Stage 2** Final agency approval/official submission.
- Stage 3** Initial GOPM review.
- Stage 4** GOPM approval.
- Stage 5** Reserved.
- Stage 6** Reserved.
- Stage 7** Posting to ADVANTAGE.

IMPORTANT: Once the form has been advanced to the next stage, you cannot access it again in an earlier stage. You will not even see it on the drop down menu of serial numbers and descriptions unless your form security access level allows access to that stage

GOPM will access the form online and advance it to the next stage. Following GOPM review and approval, GOPM will advance the form to another stage. The information will then be loaded in ADVANTAGE Financial.

Step 9: Leave the following fields blank.

- Priority
- Code 1
- Code 2
- Code 3
- Code 4
- Type

Step 10: Click "OK". The Allotment Request form that you just named will be created.

Now, we will populate the Allotment Request Form.

Allotment Request

“Inside of the Form”

Budget Execution Training

File BRASS AA Objects Security Utilities Window Help

?

Allotment Request: 14 - GF Parks Allotment Request

Insert Delete Move Audit Net Cost Apply Save Cancel

General

| Seq | Program | Fund | Object | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Unallotted | Y1TLGORG | Object Amt |
|-----|---------|------|---------|------------|-----------|-----------|-----------|------------|------------|------------|
| 1 | 670A | 0100 | QUARTER | 3,770,000 | 2,423,000 | 2,153,000 | 2,423,000 | | 10,769,000 | |
| 2 | 670A | 0100 | 1 | | | | | | 0 | 8,292,000 |
| 3 | 670A | 0100 | 3 | | | | | | 0 | 2,477,000 |
| 4 | 670B | 0100 | QUARTER | 3,164,800 | 2,034,500 | 1,808,500 | 2,034,500 | | 9,042,300 | |
| 5 | 670B | 0100 | 3 | | | | | | 0 | 9,042,300 |
| 6 | 670C | 0100 | QUARTER | 2,048,200 | 1,316,700 | 1,170,400 | 1,316,700 | | 5,852,000 | |
| 7 | 670C | 0100 | 3 | | | | | | 0 | 5,852,000 |
| 8 | 670D | 0100 | QUARTER | 123,300 | 79,200 | 70,500 | 79,300 | | 352,300 | |
| 9 | 670D | 0100 | 3 | | | | | | 0 | 352,300 |
| 10 | 670E | 0100 | QUARTER | 1,752,000 | | | | | 1,752,000 | |
| 11 | 670E | 0100 | 5 | | | | | | 0 | 1,752,000 |
| 12 | 670G | 0100 | QUARTER | 50,000 | 50,000 | 50,000 | 41,100 | | 191,100 | |
| 13 | 670G | 0100 | 4 | | | | | | 0 | 191,100 |
| | | | | 10,908,300 | 5,903,400 | 5,252,400 | 5,894,600 | 0 | 27,958,700 | 27,958,700 |

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Completing the “Inside of the Form”

Each line on the Allotment Request form will represent either the quarterly allotment amounts or an object type. **For funds other than the General Funds, the lines will represent only quarterly amounts.**

Recall that the Object Types are:

- Personal Services (1)
- Operating Expenses (3)
- Grants, Loans, Benefits (4)
- Debt Service (5)
- Capital Outlay (6)

The Allotment Request form is a template that has predefined columns. These are the Allotment Period columns, the unallotted column, a column that reports the total of the quarters and the unallotted amount and an Object Amount column.

Allotment Request

“Inside of the Form”

Budget Execution Training

File BRASS AA Objects Security Utilities Window Help

Insert Delete Move Audit Net Cost Apply Save Cancel

General

| Seq | Program | Fund | Object | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Unallotted | Y1TLGORG | Object Amt |
|-----|---------|------|---------|------------|-----------|-----------|-----------|------------|------------|------------|
| 1 | 670A | 0100 | QUARTER | 3,770,000 | 2,423,000 | 2,153,000 | 2,423,000 | | 10,769,000 | |
| 2 | 670A | 0100 | 1 | | | | | | 0 | 8,292,000 |
| 3 | 670A | 0100 | 3 | | | | | | 0 | 2,477,000 |
| 4 | 670B | 0100 | QUARTER | 3,164,800 | 2,034,500 | 1,808,500 | 2,034,500 | | 9,042,300 | |
| 5 | 670B | 0100 | 3 | | | | | | 0 | 9,042,300 |
| 6 | 670C | 0100 | QUARTER | 2,048,200 | 1,316,700 | 1,170,400 | 1,316,700 | | 5,852,000 | |
| 7 | 670C | 0100 | 3 | | | | | | 0 | 5,852,000 |
| 8 | 670D | 0100 | QUARTER | 123,300 | 79,200 | 70,500 | 79,300 | | 352,300 | |
| 9 | 670D | 0100 | 3 | | | | | | 0 | 352,300 |
| 10 | 670E | 0100 | QUARTER | 1,752,000 | | | | | 1,752,000 | |
| 11 | 670E | 0100 | 5 | | | | | | 0 | 1,752,000 |
| 12 | 670G | 0100 | QUARTER | 50,000 | 50,000 | 50,000 | 41,100 | | 191,100 | |
| 13 | 670G | 0100 | 4 | | | | | | 0 | 191,100 |
| | | | | 10,908,300 | 5,903,400 | 5,252,400 | 5,894,600 | 0 | 27,958,700 | 27,958,700 |

Ready BudExecTra Apr 17 10:12 AM

Populating the Allotment Request Form

Navigation Tip: Move through your form using the <TAB> key. **DO NOT HIT <ENTER>** to move from cell to cell. If you hit <ENTER>, you will save the information.

The first thing you need to do in a form is to create your lines. These lines are for your Programs and Object Types for the General Fund.

Step 1: Click on the Insert button 5 times to insert 5 lines. You may use fewer lines than this. If so, you will be able to delete any unused lines. Remember, you can have more than one Program for each Fund. Thus, you could insert additional lines for each Allotment Program.

Step 2: In the *Program* field for each line, Select the down arrow and choose the Allotment program for each line.

Step 3: In the Object field for line 1, select the Down Arrow and choose "Quarter".

Allotment Request

“Inside of the Form”

Budget Execution Training

File BRASS AA Objects Security Utilities Window Help

? [Icons]

Allotment Request: 14 - GF Parks Allotment Request

Insert Delete Move Audit Net Cost [v] Apply Save Cancel

General

| Seq | Program | Fund | Object | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Unallotted | Y1TLGORG | Object Amt |
|-----|---------|------|---------|------------|-----------|-----------|-----------|------------|------------|------------|
| 1 | 670A | 0100 | QUARTER | 3,770,000 | 2,423,000 | 2,153,000 | 2,423,000 | | 10,769,000 | |
| 2 | 670A | 0100 | 1 | | | | | | 0 | 8,292,000 |
| 3 | 670A | 0100 | 3 | | | | | | 0 | 2,477,000 |
| 4 | 670B | 0100 | QUARTER | 3,164,800 | 2,034,500 | 1,808,500 | 2,034,500 | | 9,042,300 | |
| 5 | 670B | 0100 | 3 | | | | | | 0 | 9,042,300 |
| 6 | 670C | 0100 | QUARTER | 2,048,200 | 1,316,700 | 1,170,400 | 1,316,700 | | 5,852,000 | |
| 7 | 670C | 0100 | 3 | | | | | | 0 | 5,852,000 |
| 8 | 670D | 0100 | QUARTER | 123,300 | 79,200 | 70,500 | 79,300 | | 352,300 | |
| 9 | 670D | 0100 | 3 | | | | | | 0 | 352,300 |
| 10 | 670E | 0100 | QUARTER | 1,752,000 | | | | | 1,752,000 | |
| 11 | 670E | 0100 | 5 | | | | | | 0 | 1,752,000 |
| 12 | 670G | 0100 | QUARTER | 50,000 | 50,000 | 50,000 | 41,100 | | 191,100 | |
| 13 | 670G | 0100 | 4 | | | | | | 0 | 191,100 |
| | | | | 10,908,300 | 5,903,400 | 5,252,400 | 5,894,600 | 0 | 27,958,700 | 27,958,700 |

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BRASS: Operating Budget Execution

Step 4: In the Object field for line 2, select the Down Arrow and choose "1 Personnel".

Step 5: In the Object field for line 3, select the Down Arrow and choose "3 Operating Expenses".

You have entered the Objects that you will need for this Allotment Request form. Now, let's delete the two extra blank lines.

Step 6: In the Seq field select line 4, select the Delete button. The first blank line should now be removed from the form.

Step 7: Repeat Step 6 for the remaining blank line.

Allotment Request Form Grouped by Program

Budget Execution Training

File BRASS AA Objects Security Utilities Window Help

Insert Delete Move Audit Net Cost Apply Save Cancel

General

| Seq | Program | Fund | Object | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Unallotted | Y1TLGORG | Object Amt |
|-----|---------|------|---------|------------|-----------|-----------|-----------|------------|------------|------------|
| 1 | 670A | 0100 | QUARTER | 3,770,000 | 2,423,000 | 2,153,000 | 2,423,000 | | 10,769,000 | |
| 2 | 670A | 0100 | 1 | | | | | | 0 | 8,292,000 |
| 3 | 670A | 0100 | 3 | | | | | | 0 | 2,477,000 |
| | 670A | | | 3,770,000 | 2,423,000 | 2,153,000 | 2,423,000 | 0 | 10,769,000 | 10,769,000 |
| 4 | 670B | 0100 | QUARTER | 3,164,800 | 2,034,500 | 1,808,500 | 2,034,500 | | 9,042,300 | |
| 5 | 670B | 0100 | 3 | | | | | | 0 | 9,042,300 |
| | 670B | | | 3,164,800 | 2,034,500 | 1,808,500 | 2,034,500 | 0 | 9,042,300 | 9,042,300 |
| 6 | 670C | 0100 | QUARTER | 2,048,200 | 1,316,700 | 1,170,400 | 1,316,700 | | 5,852,000 | |
| 7 | 670C | 0100 | 3 | | | | | | 0 | 5,852,000 |
| | 670C | | | 2,048,200 | 1,316,700 | 1,170,400 | 1,316,700 | 0 | 5,852,000 | 5,852,000 |
| 8 | 670D | 0100 | QUARTER | 123,300 | 79,200 | 70,500 | 79,300 | | 352,300 | |
| 9 | 670D | 0100 | 3 | | | | | | 0 | 352,300 |
| | 670D | | | 123,300 | 79,200 | 70,500 | 79,300 | 0 | 352,300 | 352,300 |
| 10 | 670E | 0100 | QUARTER | 1,752,000 | | | | | 1,752,000 | |
| 11 | 670E | 0100 | 5 | | | | | | 0 | 1,752,000 |
| | 670E | | | 1,752,000 | 0 | 0 | 0 | 0 | 1,752,000 | 1,752,000 |
| 12 | 670G | 0100 | QUARTER | 50,000 | 50,000 | 50,000 | 41,100 | | 191,100 | |
| 13 | 670G | 0100 | 4 | | | | | | 0 | 191,100 |
| | 670G | | | 50,000 | 50,000 | 50,000 | 41,100 | 0 | 191,100 | 191,100 |
| | | | | 10,908,300 | 5,903,400 | 5,252,400 | 5,894,600 | 0 | 27,958,700 | 27,958,700 |

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BRASS: Operating Budget Execution

Once you have created the lines, you are now ready to enter the quarterly allotment amounts and the amounts for each Object Type. (Reminder: round to the nearest \$100)

Step 8: Enter the information below for Object "Quarter".

| | |
|-----------|-----------|
| | Quarter |
| Quarter 1 | 2,800,000 |
| Quarter 2 | 2,800,000 |
| Quarter 3 | 2,800,000 |
| Quarter 4 | 2,800,000 |

Step 9: Enter the information below for Object Type 1-Personnel.

| | |
|---|------------|
| | Personnel |
| 1 | 10,000,000 |

Step 10: Enter the information below for Object Type 3-Operating Expenses.

| | |
|---|--------------------|
| | Operating Expenses |
| 3 | 1,200,000 |

BRASS: Operating Budget Execution

Allotment Request Form Grouped by Object Type

Budget Execution Training

File BRASS AA Objects Security Utilities Window Help

Insert Delete Move Audit Net Cost Apply Save Cancel

General

| Seq | Program | Fund | Object | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Unallotted | Y1TLGORG | Object Amt |
|-----|---------|------|---------|------------|-----------|-----------|-----------|------------|------------|------------|
| 2 | 670A | 0100 | 1 | | | | | | 0 | 8,292,000 |
| | | | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 8,292,000 |
| 3 | 670A | 0100 | 3 | | | | | | 0 | 2,477,000 |
| 5 | 670B | 0100 | 3 | | | | | | 0 | 9,042,300 |
| 7 | 670C | 0100 | 3 | | | | | | 0 | 5,852,000 |
| 9 | 670D | 0100 | 3 | | | | | | 0 | 352,300 |
| | | | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 17,723,600 |
| 13 | 670G | 0100 | 4 | | | | | | 0 | 191,100 |
| | | | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 191,100 |
| 11 | 670E | 0100 | 5 | | | | | | 0 | 1,752,000 |
| | | | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 1,752,000 |
| 1 | 670A | 0100 | QUARTEF | 3,770,000 | 2,423,000 | 2,153,000 | 2,423,000 | | 10,769,000 | |
| 4 | 670B | 0100 | QUARTEF | 3,164,800 | 2,034,500 | 1,808,500 | 2,034,500 | | 9,042,300 | |
| 6 | 670C | 0100 | QUARTEF | 2,048,200 | 1,316,700 | 1,170,400 | 1,316,700 | | 5,852,000 | |
| 8 | 670D | 0100 | QUARTEF | 123,300 | 79,200 | 70,500 | 79,300 | | 352,300 | |
| 10 | 670E | 0100 | QUARTEF | 1,752,000 | | | | | 1,752,000 | |
| 12 | 670G | 0100 | QUARTEF | 50,000 | 50,000 | 50,000 | 41,100 | | 191,100 | |
| | | | QUARTEF | 10,908,300 | 5,903,400 | 5,252,400 | 5,894,600 | 0 | 27,958,700 | 0 |
| | | | | 10,908,300 | 5,903,400 | 5,252,400 | 5,894,600 | 0 | 27,958,700 | 27,958,700 |

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Micro-Finder Tool

The Micro-Finder Tool in **BRASS** helps you to see the title of an Object Type while in a budget form. To do this, place your cursor on the Object Type cell and the full title will appear in the lower left hand corner.

Use the Micro-Finder to view the full titles for each Object Type cell.

Net Cost Field/Column Totals

At the top of each budget form, there is a field that reads “Net Cost”. This field will let you define the column totals in the budget form. You can choose sum of expenses, sum of revenues, or net total of expenses and revenues. This tool will allow you to see updated column totals without having to access a Spreadsheet View or Report.

In your Allotment Request form, the Objects are defined as “expenses” in **BRASS**. Since there are no revenue Objects, the Net Cost column totals are the sum of the expense objects. These are reflected in the blue numbers at the bottom of each column.

BRASS: Operating Budget Execution

Allotment Request Form Grouped by Object Type

Budget Execution Training

File BRASS AA Objects Security Utilities Window Help

Insert Delete Move Audit Net Cost Apply Save Cancel

General

| Seq | Program | Fund | Object | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Unallotted | Y1TLGORG | Object Amt |
|-----|---------|------|---------|------------|-----------|-----------|-----------|------------|------------|------------|
| 2 | 670A | 0100 | 1 | | | | | | 0 | 8,292,000 |
| | | | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 8,292,000 |
| 3 | 670A | 0100 | 3 | | | | | | 0 | 2,477,000 |
| 5 | 670B | 0100 | 3 | | | | | | 0 | 9,042,300 |
| 7 | 670C | 0100 | 3 | | | | | | 0 | 5,852,000 |
| 9 | 670D | 0100 | 3 | | | | | | 0 | 352,300 |
| | | | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 17,723,600 |
| 13 | 670G | 0100 | 4 | | | | | | 0 | 191,100 |
| | | | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 191,100 |
| 11 | 670E | 0100 | 5 | | | | | | 0 | 1,752,000 |
| | | | 5 | 0 | 0 | 0 | 0 | 0 | 0 | 1,752,000 |
| 1 | 670A | 0100 | QUARTEF | 3,770,000 | 2,423,000 | 2,153,000 | 2,423,000 | | 10,769,000 | |
| 4 | 670B | 0100 | QUARTEF | 3,164,800 | 2,034,500 | 1,808,500 | 2,034,500 | | 9,042,300 | |
| 6 | 670C | 0100 | QUARTEF | 2,048,200 | 1,316,700 | 1,170,400 | 1,316,700 | | 5,852,000 | |
| 8 | 670D | 0100 | QUARTEF | 123,300 | 79,200 | 70,500 | 79,300 | | 352,300 | |
| 10 | 670E | 0100 | QUARTEF | 1,752,000 | | | | | 1,752,000 | |
| 12 | 670G | 0100 | QUARTEF | 50,000 | 50,000 | 50,000 | 41,100 | | 191,100 | |
| | | | QUARTEF | 10,908,300 | 5,903,400 | 5,252,400 | 5,894,600 | 0 | 27,958,700 | 0 |
| | | | | 10,908,300 | 5,903,400 | 5,252,400 | 5,894,600 | 0 | 27,958,700 | 27,958,700 |

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Saving the Allotment Request Form

After you have completed populating the fields, you will want to save the form. There are two ways to save the form, depending upon if you want to keep the form open or wish to close it.

If you want to save the form and keep it open, you would select the Apply button. If you want to save and close the form, you would select the Save button.

Remember, you can save a form using either method and continue to make changes as long as you are in the same Stage in which you created the form. Once the form is advanced to a subsequent Stage, your access to the form may be limited to just the Stage in which you created the form.

Let's save the Allotment Request form without closing the form.

Step 1: Select the Apply button.

Next, you will look at the Audit Report for your Allotment Request form.

Audit Report

Budget Execution Training - [Audit Trail {S/N: 14}]

File BRASS AA Objects Security Utilities Window Help

Commonwealth of Kentucky
Allotment Request: 14 - GF Parks Allotment Request
Audit Trail Listing

4/17/2006
Form: d:\file_audit_req

| Program | Fund | Cabinet | AA | Objec | Object | Stage | Col | Amount | Reason | User | Time Stamp |
|---------|------|---------|------|---------|--------|-----------|-----|---------------|--------|------|--------------------|
| 670A | 0100 | 50 | X001 | 1 | 1 | OBJAGORG | | 8,292,000.00 | | JAK | 4/17/2006 10:50:05 |
| | | | | | | | | 8,292,000.00 | | | |
| 670A | 0100 | 50 | X001 | 3 | 1 | OBJAGORG | | 2,477,000.00 | | JAK | 4/17/2006 10:50:07 |
| | | | | | | | | 2,477,000.00 | | | |
| 670A | 0100 | 50 | X001 | QUARTER | 1 | Y1Q1AGORC | | 3,770,000.00 | | JAK | 4/17/2006 10:50:00 |
| 670A | 0100 | 50 | X001 | QUARTER | 1 | Y1Q2AGORC | | 2,423,000.00 | | JAK | 4/17/2006 10:50:01 |
| 670A | 0100 | 50 | X001 | QUARTER | 1 | Y1Q3AGORC | | 2,153,000.00 | | JAK | 4/17/2006 10:50:02 |
| 670A | 0100 | 50 | X001 | QUARTER | 1 | Y1Q4AGORC | | 2,423,000.00 | | JAK | 4/17/2006 10:50:03 |
| | | | | | | | | 10,769,000.00 | | | |
| 670B | 0100 | 50 | X001 | 3 | 1 | OBJAGORG | | 9,042,300.00 | | JAK | 4/17/2006 10:50:15 |
| | | | | | | | | 9,042,300.00 | | | |
| 670B | 0100 | 50 | X001 | QUARTER | 1 | Y1Q1AGORC | | 3,164,800.00 | | JAK | 4/17/2006 10:50:08 |
| 670B | 0100 | 50 | X001 | QUARTER | 1 | Y1Q2AGORC | | 2,034,500.00 | | JAK | 4/17/2006 10:50:10 |
| 670B | 0100 | 50 | X001 | QUARTER | 1 | Y1Q3AGORC | | 1,808,500.00 | | JAK | 4/17/2006 10:50:11 |
| 670B | 0100 | 50 | X001 | QUARTER | 1 | Y1Q4AGORC | | 2,034,500.00 | | JAK | 4/17/2006 10:50:12 |
| | | | | | | | | 9,042,300.00 | | | |

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Accessing the Audit Report

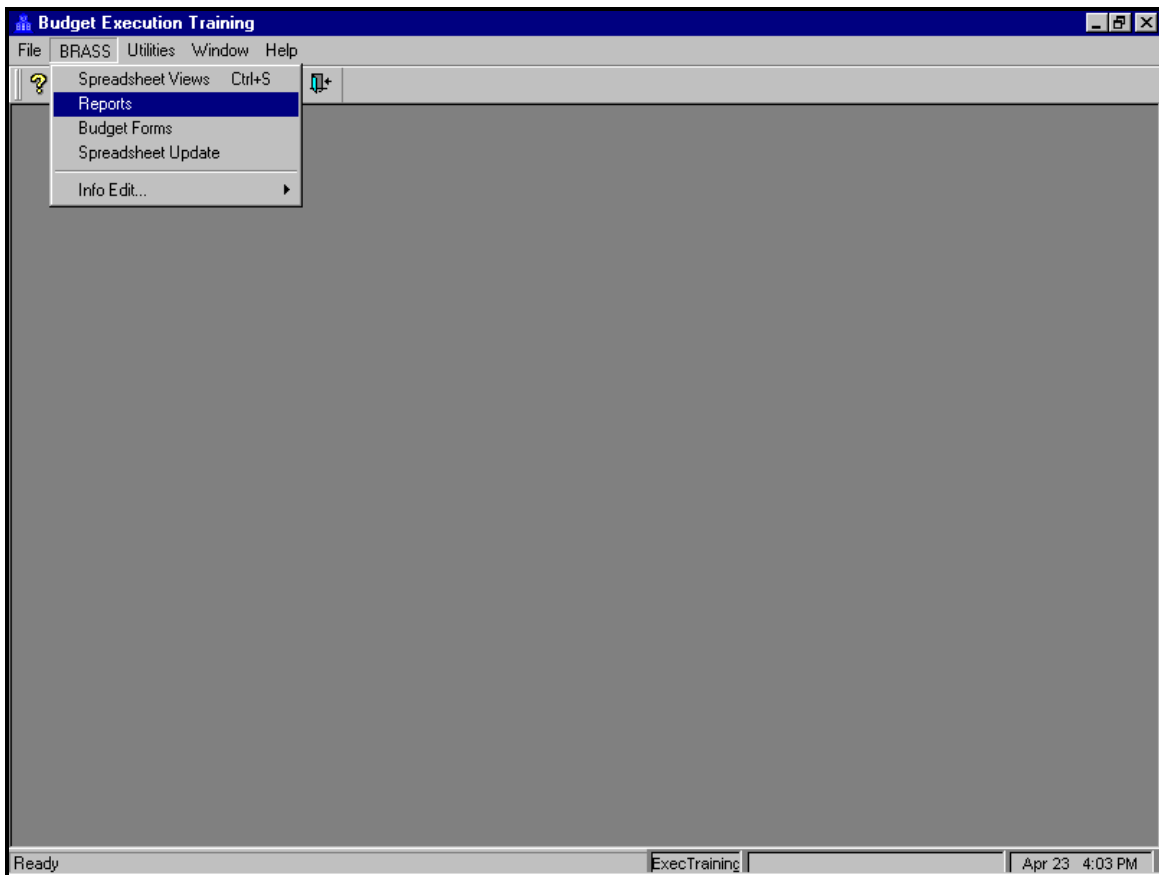
BRASS creates an Audit Report for most forms that details all the changes that have been made to that particular form. The Report will show you information about Program, Fund, Object, Appropriation/Allotment Object, Stage, Column Name, Amounts, Reason, User, and Date-Time Stamp. This report is very useful when you have to track down a number on a budget form that has been changed many times.

Let's access the Audit Report for the Allotment Request form that was just created.

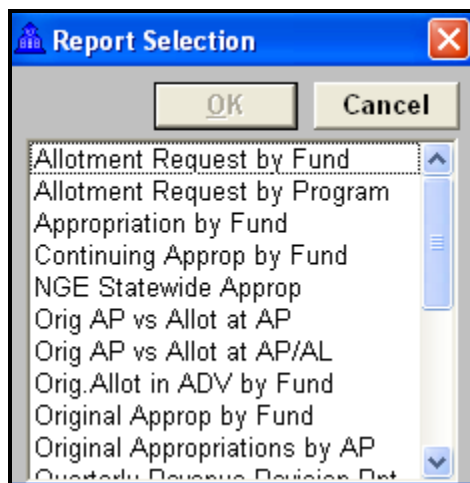
Step 1: Select the Audit button.

The Audit Report should now be displayed.

BRASS Menu Option



Report Selection Window



BRASS Reports

Now, let's complete the steps to access the **BRASS** Report of your form.

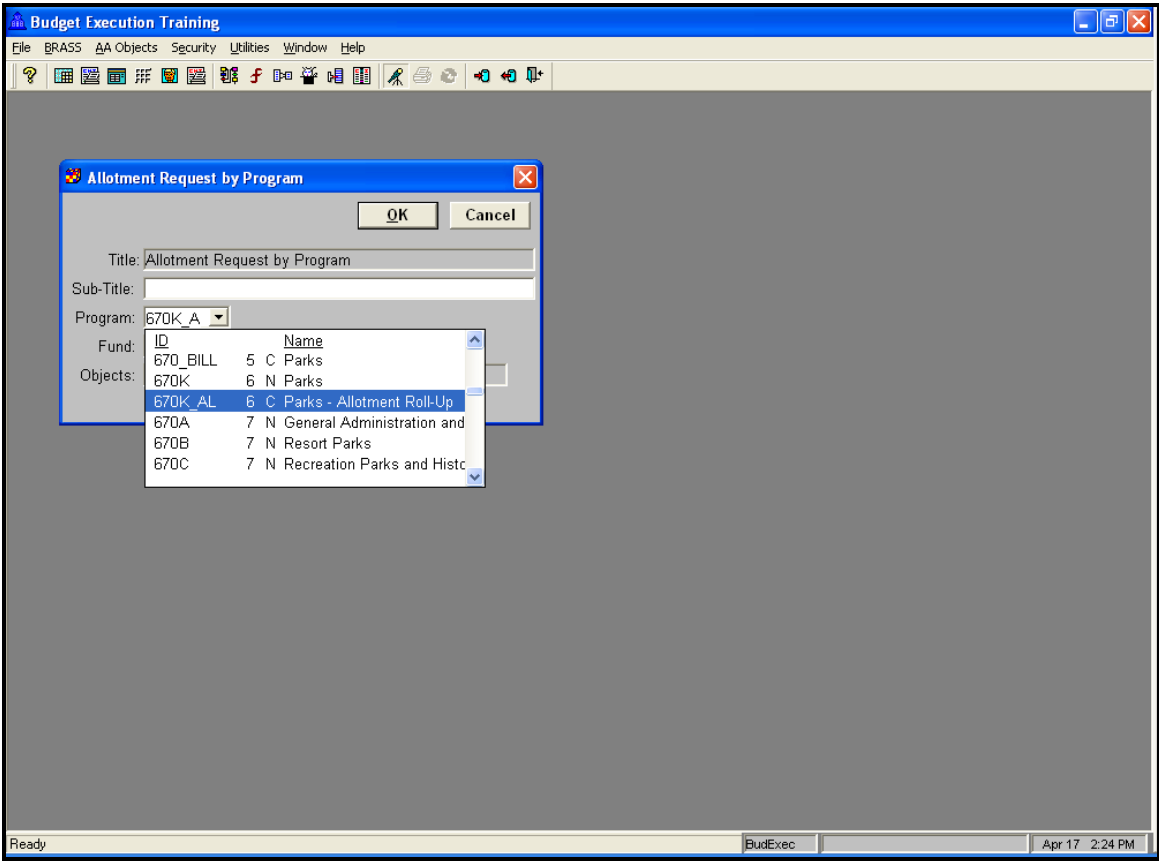
Step 1: On the **Menu Bar** -- Select **BRASS**

Step 2: Select **Reports**

A list should appear that contains several available reports.

Step 3: Select **Allotment Request by Program** and Click **OK**

Allotment Request “Outside of Reports” Window



An “Outside the Report” dialog box for the Allotment Request Report is now open. There are several protected fields that you cannot edit. The information for these fields is inferred from your Form. These fields are Title, Fund, and Objects. Let’s populate the non-protected fields to select the report.

Step 1: *Sub-Title* field. This field will appear on the report under the pre-defined Report Title. This field is optional.

Step 2: *Program* field. Click the down arrow and select the Program you used in creating the Allotment request Form. Type ☺☺☺☺_AL and then click OK.

Allotment Request Report Form

Budget Execution Training - [Allotment Request by Program]

File BRASS AA Objects Security Utilities Window Help

Commonwealth of Kentucky
Allotment Request by Program

| | Allotment Qtr 1 Original FY 06-07 | Allotment Qtr 2 Original FY 06-07 | Allotment Qtr 3 Original FY 06-07 | Allotment Qtr 4 Original FY 06-07 | Unallotted Original FY 06-07 | Allotment Total Original FY 06-07 | Object Class Total Original FY 06-07 |
|--|---|---|---|---|------------------------------------|---|--|
| 670A - General Administration and Support | | | | | | | |
| 0100 - General Fund | | | | | | | |
| QUARTER - Quarter | 3,770,000 | 2,423,000 | 2,153,000 | 2,423,000 | 0 | 10,769,000 | 0 |
| 1 - Personnel | 0 | 0 | 0 | 0 | 0 | 0 | 8,292,000 |
| 3 - Operating Expenses | 0 | 0 | 0 | 0 | 0 | 0 | 2,477,000 |
| 0100 - General Fund | 3,770,000 | 2,423,000 | 2,153,000 | 2,423,000 | 0 | 10,769,000 | 10,769,000 |
| 670A - General Administration and Support | 3,770,000 | 2,423,000 | 2,153,000 | 2,423,000 | 0 | 10,769,000 | 10,769,000 |

4/17/2006
Form: d:\genrb\113.wtl

Page 1 of 6

Ready BudExec Apr 17 2:26 PM

BRASS: Operating Budget Execution

A report of your Allotment Request should now be visible. This report is accessible at any time even though your Allotment Request form is not accessible after it is advanced to the GOPM stage.

Your report may have more than one page. If so, you can tell at the bottom of the right hand corner. It will say Page 1 of ?.

Now, scroll down to look at page 2.

Refreshing a Report

Assume that after reviewing the report you need to make a change, **do not** close the report. Re-open the **BRASS** Allotment Request Form you just completed.

- Step 1:** On the **Menu Bar** – Select **BRASS**
- Step 2:** Select Budget Forms
- Step 3:** Select Allotment Request
- Step 4:** Complete the “Outside of the Form” by selecting the Program, Fund, Cabinet and AA-Object used on the form you completed.
- Step 5:** In the Serial Number drop down, select the description for the form you completed, do not select “New”.

The screenshot shows the 'Allotment Request by Program' window. The form is titled 'Allotment Request' and has buttons for 'Report', 'OK', and 'Cancel'. The form fields are as follows:

- Program: 670K_AL
- Fund: 0100
- Cabinet: 50
- AA Object: X001
- Serial Number: 14 - GF Parks Allotment Reque
- Description: GF Parks Allotment Request
- Stage: 1 (1)
- Priority: [dropdown]
- Type: [dropdown]
- Code 1: [dropdown]
- Code 2: [dropdown]
- Code 3: [dropdown]
- Code 4: [dropdown]

The table below the form shows budget data for the Commonwealth of Kentucky:

| | Allotment | Unallotted | Allotment |
|---|---------------|------------|-----------|
| | tr 4 Original | Original | Orig |
| | FY 06-07 | FY 06-07 | FY 06-07 |
| 670A - General Administration and Support | 2,423,000 | 0 | 10,769 |
| 0100 - General Fund | 2,423,000 | 0 | 10,769 |
| 670A - General Administration and Support | 2,423,000 | 0 | 10,769 |

The date 4/17/2006 and the form ID Form:cl_genernk_ss3_wld are displayed at the bottom.

- Step 6:** Click OK.

The Allotment Request “Inside the Form” will be displayed.

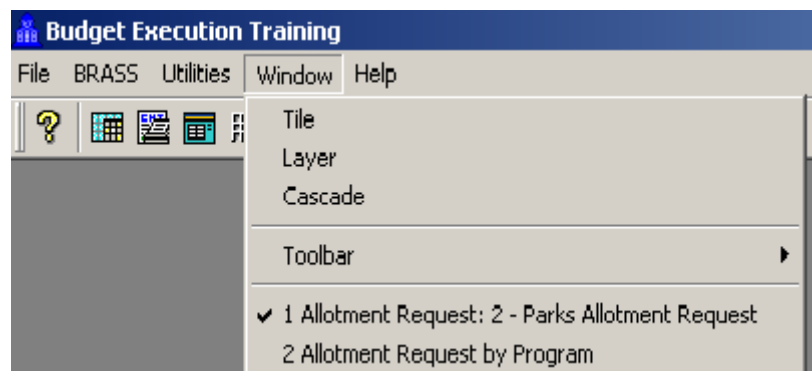
BRASS: Operating Budget Execution

Step 7: Make the necessary changes and click Apply. For this example, we will make the following changes:

| Program - Object - Column | From | To |
|----------------------------|-------------|-------------|
| 670A – Quarter - Quarter 3 | \$2,153,000 | \$2,172,700 |
| 670A – 1 – Object Amt | \$8,292,000 | \$8,311,700 |

Step 8: Return to the report. On the **Menu Bar** – Select **Window**

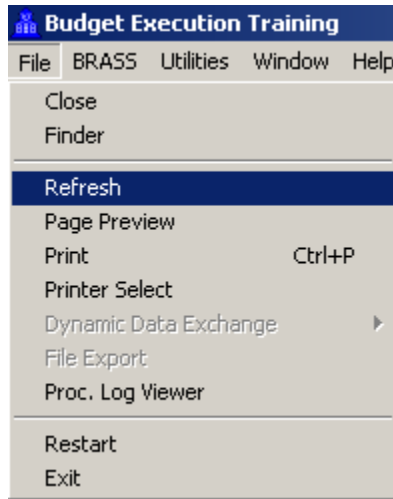
Step 9: The active windows will be displayed at the bottom of the drop down. In this instance, select #2, Allotment Request by Program



Step 10: This will activate the report window. On the **Menu Bar** – Select **File**

BRASS: Operating Budget Execution

Step 11: Select **Refresh**. This will update the report with the changes made to your form.



Budget Execution Training - [Allotment Request by Program]

File BRASS AA Objects Security Utilities Window Help

Commonwealth of Kentucky
Allotment Request by Program

| | Allotment Qtr 1 Original FY 06-07 | Allotment Qtr 2 Original FY 06-07 | Allotment Qtr 3 Original FY 06-07 | Allotment Qtr 4 Original FY 06-07 | Unallotted Original FY 06-07 | Allotment Total Original FY 06-07 | Object Class Total Original FY 06-07 |
|---|---|---|---|---|------------------------------------|---|--|
| 670A - General Administration and Support | | | | | | | |
| 0100 - General Fund | | | | | | | |
| QUARTER - Quarter | 3,770,000 | 2,423,000 | 2,172,700 | 2,423,000 | 0 | 10,788,700 | 0 |
| 1 - Personnel | 0 | 0 | 0 | 0 | 0 | 0 | 8,311,700 |
| 3 - Operating Expenses | 0 | 0 | 0 | 0 | 0 | 0 | 2,477,000 |
| 0100 - General Fund | 3,770,000 | 2,423,000 | 2,172,700 | 2,423,000 | 0 | 10,788,700 | 10,788,700 |
| 670A - General Administration and Support | 3,770,000 | 2,423,000 | 2,172,700 | 2,423,000 | 0 | 10,788,700 | 10,788,700 |

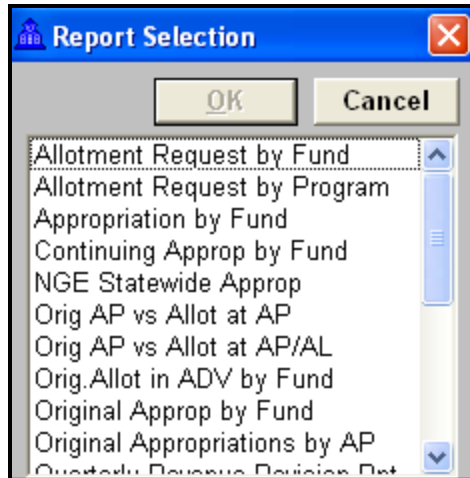
4/17/2006
Form: d:\gpa\brk\c13_xsl

Page 1 of 6

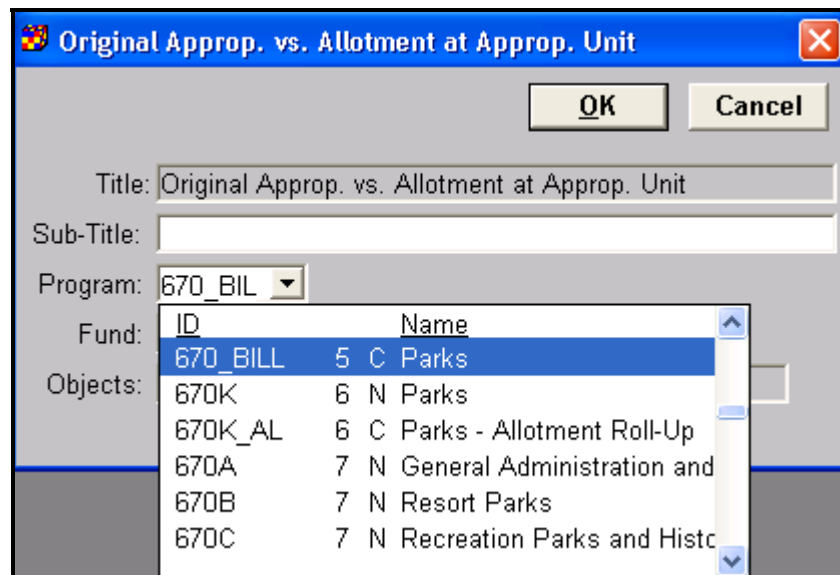
Ready BudExec Apr 17 2:39 PM

BRASS: Operating Budget Execution

Once you have entered your Allotments and prior to notifying your GOPM Analyst, you should verify that the Allotments balance to the Appropriation. A **BRASS** report has been created that will allow you to compare the totals easily. To access the report, select **Orig AP vs Allot at AP** from the **BRASS** Reports menu.



On the “Outside the Report” dialog box, click the drop down arrow for the Program field and select the Appropriation Unit, 5C. Remember, that the Appropriation Unit, 5C, is denoted by the “_BILL” in the code. Click OK.



BRASS: Operating Budget Execution

A report of your Allotment Request compared to the Appropriation should now be visible. This report is also accessible at any time even though your Allotment Request form is not accessible after it is advanced to the GOPM stage.

Budget Execution Training - [Original Approp. vs. Allotment at Approp. Unit]

File BRASS AA Objects Security Utilities Window Help

Commonwealth of Kentucky
Original Approp. vs. Allotment at Approp. Unit

| | Appropriation Amount FY 06-07 | Allotment Total Original FY 06-07 |
|---------------------------|-------------------------------------|---|
| 670 BILL - Parks | | |
| GNRL - General Fund | | |
| APPROP - Appropriation | 27,978,400 | 0 |
| GNRL - General Fund | 27,978,400 | 0 |
| 0100 - General Fund | | |
| TOTALLT - Total Allotment | 0 | 27,978,400 |
| 0100 - General Fund | 0 | 27,978,400 |
| RSTD - Restricted Funds | | |
| APPROP - Appropriation | 55,032,700 | 0 |
| RSTD - Restricted Funds | 55,032,700 | 0 |
| 2100 - State Parks Fund | | |
| TOTALLT - Total Allotment | 0 | 55,032,700 |
| 2100 - State Parks Fund | 0 | 55,032,700 |
| 670 BILL - Parks | 83,011,100 | 83,011,100 |
| Grand Total | 83,011,100 | 83,011,100 |

4/17/2006 Page 1 of 1
Form: d:\general\cs3p.rpt

Ready BudExec Apr 17 2:59 PM

LET'S REVIEW:



In this topic, you learned about:

- ❑ Allotment Request for operating budgets,
- ❑ Different levels of allotment control,
- ❑ How to access a **BRASS** report
- ❑ How to refresh a **BRASS** report
- ❑ How to compare the Allotment Request to the Appropriation.



Are there any questions about Allotment Requests for Operating Budget Execution??

Topic 3: Allotment Modification Requests for Operating Budget Execution

This topic provides information about the allotment modification request process and how to prepare Allotment Modification Request forms. The eMARS 320: Capital and Revenue Budget course discusses capital budget modifications.

By the end of this topic, you will be able to:

- Describe the operating budget Allotment Modification Request process,
- Describe the process of completing an Allotment Modification Form for the operating budget, and
- Describe the process of submitting an operating budget Allotment Modification Form for the appropriate review process.

Allotment Modifications

Prior to the beginning of each fiscal year, agencies submit a schedule of quarterly allotments of appropriations as required by KRS 48.610. As we all know, changes take place with these allotments between the time of the Enacted Budget and the end of the fiscal year. Allotment modifications are done through the authority of KRS 48.600-48.630 and the provisions in the Appropriations Acts.

Allotment Modification Requests

If an Allotment must be modified during the year, an Allotment Modification form must be completed in **BRASS** and processed. The agencies will discuss perceived allotment changes as they materialize with their GOPM analyst.

Agencies initiate the allotment modification request process through written communication with GOPM. This communication outlines the reason for the allotment modification and the amount of change. A copy of this written request is transmitted to LRC. The agency will follow the Allotment Modification Request process and guidelines on preparing the allotment modification information.

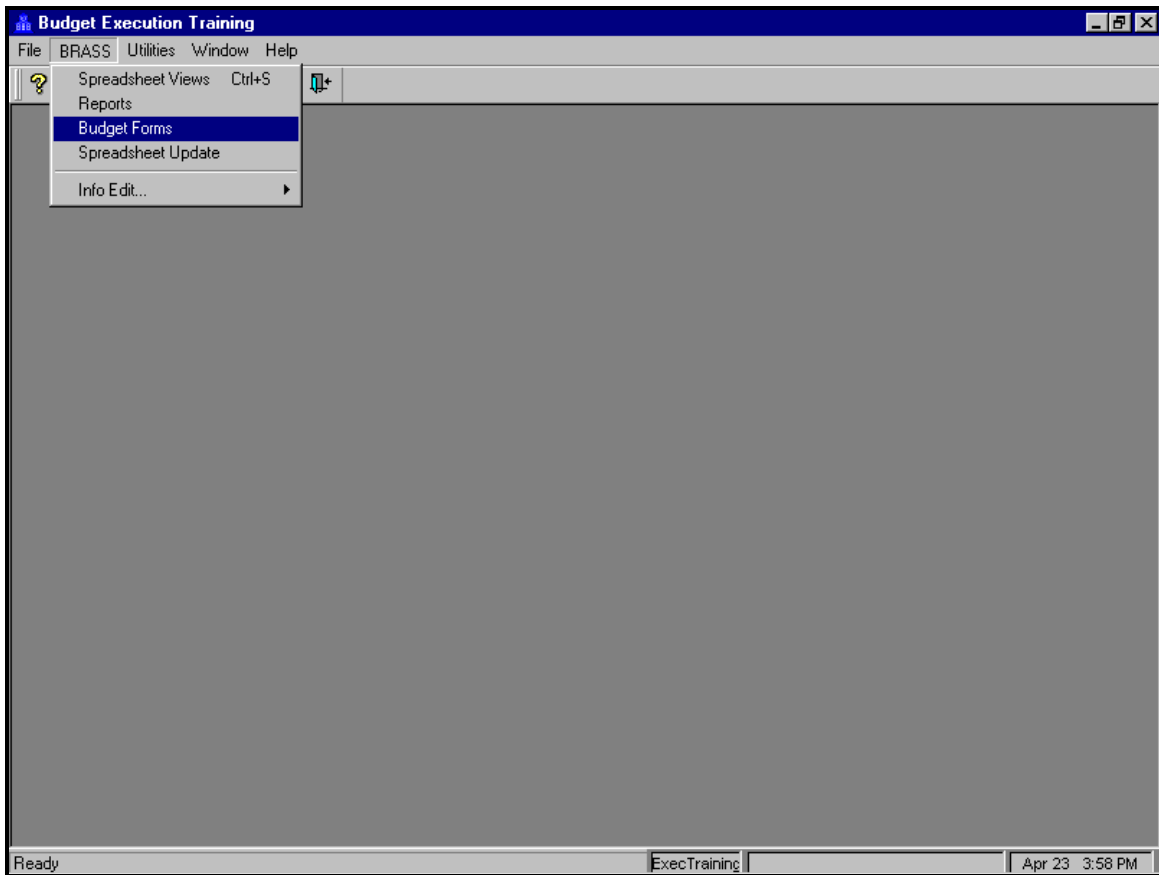
BRASS: Operating Budget Execution

Some operating budget modifications will not affect the appropriation and some modifications will affect both the appropriation and allotments. Modifications may be needed, for example, to move allotments among the four quarters, move General Fund allotments among Object Types, from one program to another program within an appropriation unit, or an agency may receive a new federal grant during the course of the year.

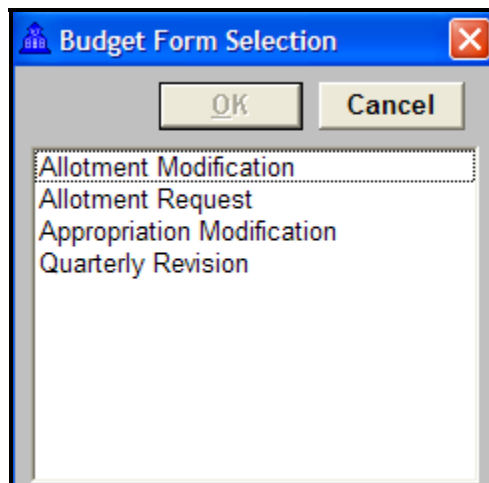
Allotment Modification Request forms follow the process below:

- Allotment Modification forms are entered in **BRASS** by agencies.
- Agency submits written request to GOPM for the allotment modification, including the program code, fund, and description of the **BRASS** Allotment Modification form(s) applicable.
- Once it is approved, GOPM then reviews, modifies (if applicable), and approves the allotment modification.
- GOPM forwards the change into the ADVANTAGE Financial system and forwards a copy to LRC for reporting purposes only.

BRASS Menu Option



Budget Form Selection Window



Accessing an Allotment Modification Form

Let's do a walkthrough to create an Allotment Modification form for a General Fund Allotment Program account.

The first step is to access the correct Budget Form. To do that, you would complete the following steps:

Step 1: On the **Menu Bar** -- Select **BRASS**

Step 2: Select **Budget Forms**

You should now see the Budget Form Selection Window. Let's select the Allotment Modification form.

Step 3: Select **Allotment Modification**

The Allotment Modification (outside of the form) should now be displayed.

Allotment Modification Form “Outside of the Form”

The screenshot displays the 'Budget Execution Training' application window. The main menu bar includes 'File', 'BRASS', 'AA Objects', 'Security', 'Utilities', 'Window', and 'Help'. A toolbar with various icons is located below the menu. The central area is a large gray workspace. Overlaid on this is the 'Allotment Modification' dialog box. This dialog has a title bar with a close button and three buttons at the top: 'Report', 'OK', and 'Cancel'. The form fields within the dialog are as follows:

| | | | |
|----------|---------|---------------|----------|
| Program | 670K_AL | Serial Number | (New) |
| Fund | 0100 | Description | Parks GF |
| Stage | 1 | () | |
| Priority | | Type | |
| Code 1 | | Code 2 | |
| Code 3 | | Code 4 | |

The status bar at the bottom of the application window shows 'Ready' on the left, 'BudExec' in the center, and 'Apr 17 3:10 PM' on the right.

Completing the “Outside of the Form”

Let's populate this screen:

- Step 1:** *Program* field. This field is used to designate which Allotment Program to use. Click on the down arrow. The program table choices are displayed in the drop-down list.
- Step 2:** Choose “☺☺☺☺_AL”. All Allotment Modification form Program choices represent the Consolidating unit at the 6th level. You will know it is a Consolidating (or roll-up) unit when you see the subscript “_” in the code. This provides the flexibility to select all allotment programs for any one Fund type when completing the form. You can enter modifications for multiple allotment programs, object types, and allotment periods within the same form.
- Step 3:** *Fund* field. This field is used to designate which Fund you are requesting with the allotment modification. Click on the down arrow and select “0100 General Fund”. Note that this 0100 is the same Fund Type code used for General Fund in ADVANTAGE Financial.
- Step 4:** *Serial Number* field. If you are creating a new form, you would select “(New)” and a serial number will be assigned by the system. If you are accessing a form that has already been created, then you would choose the correct serial number from the drop-down list. Click on the down arrow and select “(New)”.

Allotment Modification Form “Outside of the Form”

The screenshot displays the 'Budget Execution Training' application window. The main menu bar includes 'File', 'BRASS', 'AA Objects', 'Security', 'Utilities', 'Window', and 'Help'. A toolbar with various icons is located below the menu bar. The central area is a large gray workspace. Overlaid on this workspace is the 'Allotment Modification' dialog box. This dialog box has a title bar with a close button and contains the following fields and controls:

- Program:** Text box containing '670K_AL'
- Fund:** Text box containing '0100'
- Serial Number:** Dropdown menu showing '(New)'
- Description:** Text box containing 'Parks GF'
- Stage:** Dropdown menu showing '1' and a '()' button
- Priority:** Dropdown menu
- Type:** Dropdown menu
- Code 1:** Dropdown menu
- Code 2:** Dropdown menu
- Code 3:** Dropdown menu
- Code 4:** Dropdown menu

At the top right of the dialog box are three buttons: 'Report', 'OK', and 'Cancel'. The status bar at the bottom of the application window shows 'Ready', 'BudExec', and the date/time 'Apr 17 3:10 PM'.

BRASS: Operating Budget Execution

Important Note: You will always choose “New” each time you create an Allotment Modification. The **ONLY** time you will ever choose an existing serial number is when work is still ongoing in an Allotment Modification form that has not yet been submitted to GOPM. The Allotment Modification forms created will show up in the drop-down until the form is submitted to and accepted by GOPM. Once the form is accepted by GOPM, the agency will not be able to access those forms.

Step 5: *Description* field. The Description Field is where you will assign a name to the Allotment Modification form. This name should not be changed. This name will always be assigned to this Allotment Modification form. You may enter up to 30 characters with spaces. A good “rule of thumb” would be to enter the Allotment Program followed by the Fund abbreviation. Type in a description

Step 6: *Stage* field. This field indicates which stage the document is in during the process cycle. Click on the down arrow and select “Stage 1.” This represents the Agency Stage for the Allotment Modification process.

Step 7: Leave the following fields blank:

Priority

Code 1

Code 2

Code 3

Code 4

Type

Step 8: Click “OK”. The Allotment Modification form that you just named will be created.

Allotment Modification Form
“Inside of the Form”

Budget Execution Training

File BRASS AA Objects Security Utilities Window Help

Insert Delete Move Audit Net Cost Apply Save Cancel

General Justification

| Seq | Program | Fund | Cabinet | AA Object | Object | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Unallotted | Object Amt |
|-----|---------|------|---------|-----------|--------|-----------|-----------|-----------|-----------|------------|------------|
| 1 | 0100 | 0 | X010 | | | 0 | 0 | 0 | 0 | 0 | 0 |

Ready BudExec Apr 17 3:12 PM

Now, we will populate the Allotment Modification form.

Allotment Modification Form

The Allotment Modification form that you just created is now on your screen with the name of the modification that you entered previously in the Description Field when you were populating the “Outside of the Form.” It now has a system assigned serial number along with the name across the title bar of the form.

The Fund defaulted inside the form as you chose it on the “Outside of the Form.” Even though you can’t change it, this was done to help the user to see this field while in the form. The AA-Object is defaulted to “X010”. This code was defaulted since it is the most common code utilized. The AA-Object code can be changed if necessary.

Important: Any allotment program and object type within a Fund and appropriation combination can be selected on this form.

Each line on the Allotment Modification form can correspond to a Program/Fund/AA-Object type combination.

Allotment Modification Form
“Inside of the Form”

Budget Execution Training

File BRASS AA Objects Security Utilities Window Help

Insert Delete Move Audit Net Cost Apply Save Cancel

General Justification

| Seq | Program | Fund | Cabinet | AA Object | Object | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Unallotted | Object Amt |
|-----|---------|------|---------|-----------|---------|-----------|-----------|-----------|-----------|------------|------------|
| 1 | 670B | 0100 | 50 | XD10 | QUARTER | 0 | 0 | 0 | 0 | 0 | 0 |

Ready BudExec Apr 17 3:32 PM

You will also see two tabs at the top of the Allotment Modification form, General and Justification. The General Tab is the form itself. The Justification tab is a text box. This enables you to keep any notes or information about the modification with the form itself. **This does not take the place of the written justification to GOPM.**

First, you need to insert the number of lines applicable for your modification, if necessary. In this modification we will have one line for the same Allotment program. The request is to advance funds into the first quarter from the second quarter.

Step 1: *Program* field. This field depicts the allotment program. Click on the Down Arrow and select “☺☺☺☺”

Step 2: Tab over to the Cabinet field and click on the drop down arrow and choose “☺☺”.

Step 3: Your cursor is in the *Program* field, tab over to the *AA-Object* field and verify the AA-Object shown. The form has the value “X010” defaulted since this is the most common entry. However, if this needs to be changed, click on the drop down arrow and choose the correct Allotment Object. For this form “X010” is correct.

Step 4: Tab over to the *Object* field and click on the drop down arrow and choose “Quarter”. Even though this is a General Fund Allotment modification, the modification affects only the quarterly amounts and does not affect the object type allotments. Therefore, we will only use the object “Quarter” for this modification.

Allotment Modification Form

“Inside of the Form”

The screenshot shows the 'Allotment Modification: 16 - Parks GF' form within the 'Budget Execution Training' application. The form has a menu bar (File, BRASS, AA Objects, Security, Utilities, Window, Help) and a toolbar. The main area contains a 'General' tab and a 'Justification' tab. Below the tabs is a table with columns: Seq, Program, Fund, Cabinet, AA Object, Object, Quarter 1, Quarter 2, Quarter 3, Quarter 4, Unallotted, and Object Amt. The table contains one row of data for '1670B 0100 50 X010 QUARTER' with values for each quarter and unallotted amounts. The status bar at the bottom shows 'Ready', 'BudExec', and the date/time 'Apr 17 3:33 PM'.

| Seq | Program | Fund | Cabinet | AA Object | Object | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Unallotted | Object Amt |
|-----|---------|------|---------|-----------|---------|-----------|-----------|-----------|-----------|------------|------------|
| 1 | 670B | 0100 | 50 | X010 | QUARTER | 52,500 | (52,500) | | | | |
| | | | | | | 52,500 | (52,500) | 0 | 0 | 0 | 0 |

You are now ready to enter your data into the quarters.

Step 5: Move your cursor to the first quarter column. Enter 52500. You do not have to type in the comma. When you move the cursor to another cell, the comma will be inserted.

Step 6: Enter -52500 in the second quarter column.

Notice that after you move out of the field in which you have entered numbers, the total appears for the column. This form does not display a total column for the lines.

Step 7: Save the Allotment Modification Form. Remember, there are two ways to save the form depending upon if you want to close the form ("Save") or keep the form open ("Apply"). Select the **Save** button.

Report of the Allotment Modification Form

The screenshot displays the 'Budget Execution Training' application window. The 'Allotment Modification' dialog box is open, showing the following fields:

- Program: 670K_AL
- Fund: 0100
- Serial Number: 16 - Parks GF
- Description: Parks GF
- Stage: 1 (1)
- Priority: [dropdown]
- Type: [dropdown]
- Code 1: [dropdown]
- Code 2: [dropdown]
- Code 3: [dropdown]
- Code 4: [dropdown]

The 'Report' button is highlighted. Below the 'Allotment Modification' dialog box, the 'Print: Parks GF {SN: 16}' dialog box is open, showing the following options:

- ☐ Form Justification
- ☒ Objects
- ☐ Audit Trail

The 'OK' button is highlighted. The status bar at the bottom of the application window shows 'Ready', 'BudExec', and the date/time 'Apr 17 4:01 PM'.

Accessing a Report of an Allotment Modification Form

A report of the Allotment Modification form can be obtained from the “Outside of the Form” dialog box.

Step 1: On the Menu Bar: Select **BRASS**.

Step 2: Select Budget Forms.

Step 3: Select Allotment Modification.

Step 4: Complete the “Outside of the Form” dialog box using the Program code and Fund of the form report needed.

Step 5: Serial Number field. Click on the down arrow and select the Serial Number and Description for the form report needed.

Step 6: Click on the “Report” button.

After clicking on Report, a smaller box appears.

Note: This “Report of the Form” is different than the **BRASS** Report we looked at for the Allotment Request. The earlier **BRASS** Report can reflect information from multiple budget forms. This “Report of the Form” is a report of this form only.

Step 7: The default is for both the Form Justification and Objects box to be selected. The Form Justification report will display any information entered on the Justification tab in the form. The Objects report will display the information entered on the General tab in the form. Unselect the Form Justification box and click the “OK” button. The Objects report view will be displayed.

Report View for Allotment Modification Form

Budget Execution Training - [Objects {S/N: 16}]

File BRASS AA Objects Security Utilities Window Help

Zoom: 100 Rulers PgUp PgDn

Commonwealth of Kentucky
Parks GF {S/N: 16}
Objects

4/17/2006 Page 1 of 1
Form: d:\bud_exec_rep

| Seq | Program | Fund | Cabinet | AA Object | Object | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Unallotted | Object Amt |
|-----|----------|------|---------|-----------|---------|-----------|-----------|-----------|-----------|------------|------------|
| 1 | 670B | 0100 | 50 | X010 | QUARTEF | 52,500 | (52,500) | | | | |
| | Subtotal | | | | | 52,500 | (52,500) | 0 | 0 | 0 | 0 |
| | Total | | | | | 52,500 | (52,500) | 0 | 0 | 0 | 0 |

Ready BudExec Apr 17 4:09 PM

Step 8: On the **Menu Bar** – Select **File**

Step 9: Select **Print**.

You may need to make some adjustments to enable all columns to be displayed and printed. If necessary, from the Menu Bar, select File – Printer Select. A list of available printers will be displayed. Select the desired printer and click on the “Setup” button. In the printer setup screen, select “Landscape” in the Orientation section. Click on the “OK” button for the setup screen and then click on the “OK” button for the Printer Select.

The screen will return to the Form Report screen. You will now be able to adjust the margins. Click the check box next to “Rulers”. Rulers will be displayed on the screen. Double arrows displayed on the rulers are the “Margin” markers. Click and drag the “Margin” markers to the desired location. Note: You will not be able to drag the “Margin” markers below the settings for your default printer.

The Zoom option will allow you to adjust the size of the report for display purposes only. It will not affect what is printed.

Allotment Modification Form “Outside of the Form”

The screenshot displays the 'Budget Execution Training' application window. The menu bar includes 'File', 'BRASS', 'AA Objects', 'Security', 'Utilities', 'Window', and 'Help'. The toolbar contains various icons for file operations and data management. The main window area is gray. Overlaid on this is the 'Allotment Modification' dialog box, which has a blue title bar and a close button (X) in the top right corner. The dialog box contains the following fields and controls:

- Program:** A text box containing '670K_AL'.
- Fund:** A text box containing '0100'.
- Serial Number:** A dropdown menu currently showing '(New)'.
- Description:** A text box containing 'Parks - GF Object Realignment'.
- Stage:** A dropdown menu showing '1'.
- Priority:** A dropdown menu.
- Type:** A dropdown menu.
- Code 1:** A dropdown menu.
- Code 2:** A dropdown menu.
- Code 3:** A dropdown menu.
- Code 4:** A dropdown menu.

At the top of the dialog box, there are three buttons: 'Report', 'OK', and 'Cancel'. The status bar at the bottom of the application window shows 'Ready' on the left, 'BudExec' in the center, and 'Apr 17 4:31 PM' on the right.

Now, let's look at another type of Allotment Modification. In our previous example, we advanced funds from the second quarter to the first quarter within the same Allotment program. In this example, we will be moving funds between Object Types in the same Allotment program.

Step 1: On the Menu Bar – Select **BRASS**.

Step 2: Select **Budget Forms**

You should now see the Budget Form Selection Window. Let's select the Allotment Modification form.

Step 3: Select **Allotment Modification**

The Allotment Modification (outside of the form) should now be displayed.

Step 4: Complete the fields on the "Outside of the Form". *Program* – select the correct program code from the drop down list. Remember, for the Allotment Modification form, the Program code selected will be the Appropriation code followed by "_AL". *Fund* – select "0100" from the drop down list. *Serial Number* – since this is a new form, select "(New)" from the drop down list and a serial number will be assigned by the system. *Description* – enter a name for the Allotment Modification form. *Stage* – select "Stage 1" from the drop down list. Leave the remaining fields blank and click "OK".

Allotment Modification Form
“Inside of the Form”

Budget Execution Training

File BRASS AA Objects Security Utilities Window Help

Insert Delete Move Audit Net Cost Apply Save Cancel

General Justification

| Seq | Program | Fund | Cabinet | AA Object | Object | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Unallotted | Object Amt |
|-----|---------|------|---------|-----------|--------|-----------|-----------|-----------|-----------|------------|------------|
| 1 | | 0100 | 0 | X010 | | | | | | | |
| 2 | | 0100 | 0 | X010 | | 0 | 0 | 0 | 0 | 0 | 0 |

Ready BudExec Apr 17 4:34 PM

The “Inside of the Form” is now displayed.

Step 5: Click on the “Insert” button. This will insert a second line. In this modification we will have two lines for the same Allotment program. The request is to move funds from Object Type 3 – Operating Expenses to Object Type 1 – Personnel.

Step 6: *Program* field. This field depicts the Allotment program. On the first line, click the drop down arrow and select the appropriate Allotment program. For this example, select “670A”.

Step 7: Tab over to the *Cabinet* field and click the drop down arrow and select the appropriate Cabinet code. For this example, select “50”.

Step 8: Tab over to the *Object* field and click the drop down arrow. Select 3 – Operating Expenses.

Step 9: Tab over the *Object Amt* column and enter -100000. Remember that you do not have to enter the comma. When you move the cursor to another cell, the comma will be inserted.

Step 10: *Program* field. This field depicts the Allotment program. On the second line, click the drop down arrow and select the appropriate Allotment program. For this example, select “670A”.

Step 11: Tab over to the *Cabinet* field and click the drop down arrow and select the appropriate Cabinet code. For this example, select “50”.

Step 12: Tab over to the *Object* field and click the drop down arrow. Select 1 – Personnel.

Allotment Modification Form “Inside of the Form”

The screenshot shows the 'Allotment Modification: 17 - Parks - GF Object Realignment' form. The form has a menu bar (File, BRASS, AA Objects, Security, Utilities, Window, Help) and a toolbar. Below the toolbar are buttons for 'Insert', 'Delete', 'Move', 'Audit', and a 'Net Cost' dropdown. To the right are 'Apply', 'Save', and 'Cancel' buttons. The form contains two tabs: 'General' (selected) and 'Justification'. The 'General' tab displays a table with the following data:

| Seq | Program | Fund | Cabinet | AA Object | Object | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Unallotted | Object Amt |
|-----|---------|------|---------|-----------|--------|-----------|-----------|-----------|-----------|------------|------------|
| 1 | 670A | 0100 | 50 | X010 | 3 | | | | | | (100,000) |
| 2 | 670A | 0100 | 50 | X010 | 1 | | | | | | 100,000 |
| | | | | | | 0 | 0 | 0 | 0 | 0 | 0 |

The status bar at the bottom shows 'Ready', 'BudExec', and the date/time 'Apr 17 5:02 PM'.

Step 13: Tab over to the *Object Amt* column. Enter 100000.

Step 14: Save the Allotment Modification form. Select the “Save” button.

Remember, to report on the information entered in an Allotment Modification form, you will need to open a “Report of the Form” from the “Outside of the Form” window.

Allotment Modification Form “Outside of the Form”

The screenshot displays the 'Budget Execution Training' application window. The main menu bar includes 'File', 'BRASS', 'AA Objects', 'Security', 'Utilities', 'Window', and 'Help'. The toolbar contains various icons for file operations and data management. The central area is a large gray workspace. Overlaid on this is the 'Allotment Modification' dialog box, which has a blue title bar and a close button. The dialog box contains the following fields and controls:

- Program:** Text box containing '670K_AL'
- Fund:** Text box containing '0100'
- Serial Number:** Dropdown menu showing '(New)'
- Description:** Text box containing 'Parks - GF Realignment'
- Stage:** Dropdown menu showing '1' and a '()' button
- Priority:** Dropdown menu
- Type:** Dropdown menu
- Code 1:** Dropdown menu
- Code 2:** Dropdown menu
- Code 3:** Dropdown menu
- Code 4:** Dropdown menu

At the top right of the dialog box are three buttons: 'Report', 'OK', and 'Cancel'. The status bar at the bottom of the application window shows 'Ready', 'BudExec', and the date/time 'Apr 19 1:49 PM'.

There are times when you need to move money between both the quarters and the objects with the same general fund allotment account. Let's look at an example:

Step 1: On the Menu Bar – Select **BRASS**.

Step 2: Select **Budget Forms**

You should now see the Budget Form Selection Window. Let's select the Allotment Modification form.

Step 3: Select **Allotment Modification**

The Allotment Modification (outside of the form) should now be displayed.

Step 4: Complete the fields on the "Outside of the Form". *Program* – select the correct program code from the drop down list. Remember, for the Allotment Modification form, the Program code selected will be the Appropriation code followed by "_AL". *Fund* – select "0100" from the drop down list. *Serial Number* – since this is a new form, select "(New)" from the drop down list and a serial number will be assigned by the system. *Description* – enter a name for the Allotment Modification form. *Stage* – select "Stage 1" from the drop down list. Leave the remaining fields blank and click "OK".

Allotment Modification Form “Inside of the Form”

Budget Execution Training

File BRASS AA Objects Security Utilities Window Help

Insert Delete Move Audit Net Cost Apply Save Cancel

General Justification

| Seq | Program | Fund | Cabinet | AA Object | Object | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Unallotted | Object Amt |
|-----|---------|------|---------|-----------|--------|-----------|-----------|-----------|-----------|------------|------------|
| 1 | | 0100 | 0 | X010 | | | | | | | |
| 2 | | 0100 | 0 | X010 | | | | | | | |
| 3 | | 0100 | 0 | X010 | | 0 | 0 | 0 | 0 | 0 | 0 |

Ready BudExec Apr 19 1:49 PM

The “Inside of the Form” is now displayed.

- Step 5:** Click on the “Insert” button twice. This will insert two lines. In this modification we will have three lines for the same Allotment program. One line will be used to move money from the fourth quarter to the third quarter and the other two lines will be used to move funds from Object Type 3 – Operating Expenses to Object Type 1 – Personnel.
- Step 6:** *Program* field. This field depicts the Allotment program. On the first line, click the drop down arrow and select the appropriate Allotment program. For this example, select “670A”.
- Step 7:** Tab over to the *Cabinet* field and click the drop down arrow and select the appropriate Cabinet code. For this example, select “50”.
- Step 8:** Tab over to the *Object* field and click the drop down arrow. Select “Quarter”.
- Step 9:** In the *Quarter 3* column enter 157000 and in the *Quarter 4* column enter -157000. Remember that you do not have to enter the comma. When you move the cursor to another cell, the comma will be inserted.
- Step 10:** *Program* field. This field depicts the Allotment program. On the second line, click the drop down arrow and select the appropriate Allotment program. For this example, select “670A”.
- Step 11:** Tab over to the *Cabinet* field and click the drop down arrow and select the appropriate Cabinet code. For this example, select “50”.
- Step 12:** Tab over to the *Object* field and click the drop down arrow. Select 1 – Personnel.

Allotment Modification Form “Inside of the Form”

Budget Execution Training

File BRASS AA Objects Security Utilities Window Help

Insert Delete Move Audit Net Cost Apply Save Cancel

General Justification

| Seq | Program | Fund | Cabinet | AA Object | Object | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Unallotted | Object Amt |
|-----|---------|------|---------|-----------|--------|-----------|-----------|-----------|-----------|------------|------------|
| 1 | 670A | 0100 | 50 | X010 | QUARTE | | | 157,000 | (157,000) | | |
| 2 | 670A | 0100 | 50 | X010 | 1 | | | | | | 100,000 |
| 3 | 670A | 0100 | 50 | X010 | 3 | | | | | | (100,000) |
| | | | | | | 0 | 0 | 157,000 | (157,000) | 0 | 0 |

Ready BudExec Apr 19 2:06 PM

Step 13: Tab over to the *Object Amt* column. Enter 100000.

Step 14: *Program* field. This field depicts the Allotment program. On the third line, click the drop down arrow and select the appropriate Allotment program. For this example, select “670A”.

Step 15: Tab over to the *Cabinet* field and click the drop down arrow and select the appropriate Cabinet code. For this example, select “50”.

Step 16: Tab over to the *Object* field and click the drop down arrow. Select 3 – Operating Expenses.

Step 17: Tab over to the *Object Amt* column. Enter -100000.

Step 18: Save the Allotment Modification form. Select the “Save” button.

Remember, to report on the information entered in an Allotment Modification form, you will need to open a “Report of the Form” from the “Outside of the Form” window.

Allotment Modification Form “Outside of the Form”

The screenshot displays the 'Budget Execution Training' application window. The main menu bar includes 'File', 'BRASS', 'AA Objects', 'Security', 'Utilities', 'Window', and 'Help'. A toolbar with various icons is located below the menu bar. The central area is a large gray workspace. Overlaid on this workspace is the 'Allotment Modification' dialog box. This dialog box has a title bar with a blue background and a close button. It contains several input fields and buttons. At the top of the dialog are 'Report', 'OK', and 'Cancel' buttons. The fields include: 'Program' with the value '670K_AL', 'Fund' with the value '0100', 'Serial Number' with a dropdown menu showing '(New)', 'Description' with the text 'GF-Recreation to Resorts', 'Stage' with a dropdown menu showing '1', 'Priority' with a dropdown menu, 'Type' with a dropdown menu, 'Code 1' with a dropdown menu, 'Code 2' with a dropdown menu, 'Code 3' with a dropdown menu, and 'Code 4' with a dropdown menu. The status bar at the bottom of the application window shows 'Ready' on the left, 'BudExec' in the center, and 'Apr 19 2:10 PM' on the right.

Budget Execution Training

File BRASS AA Objects Security Utilities Window Help

Report OK Cancel

Program: 670K_AL
Fund: 0100

Serial Number: (New)

Description: GF-Recreation to Resorts

Stage: 1 ()

Priority: Type:

Code 1: Code 2:

Code 3: Code 4:

Ready BudExec Apr 19 2:10 PM

A common type of allotment modification is moving money between allotment accounts. Let's look at a general fund example:

Step 1: On the Menu Bar – Select **BRASS**.

Step 2: Select **Budget Forms**

You should now see the Budget Form Selection Window. Let's select the Allotment Modification form.

Step 3: Select **Allotment Modification**

The Allotment Modification (outside of the form) should now be displayed.

Step 4: Complete the fields on the "Outside of the Form". *Program* – select the correct program code from the drop down list. Remember, for the Allotment Modification form, the Program code selected will be the Appropriation code followed by "_AL". *Fund* – select "0100" from the drop down list. *Serial Number* – since this is a new form, select "(New)" from the drop down list and a serial number will be assigned by the system. *Description* – enter a name for the Allotment Modification form. *Stage* – select "Stage 1" from the drop down list. Leave the remaining fields blank and click "OK".

Allotment Modification Form “Inside of the Form”

Budget Execution Training

File BRASS AA Objects Security Utilities Window Help

Insert Delete Move Audit Net Cost Apply Save Cancel

General Justification

| Seq | Program | Fund | Cabinet | AA Object | Object | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Unallotted | Object Amt |
|-----|---------|------|---------|-----------|---------|-----------|-----------|-----------|-----------|------------|------------|
| 1 | 670B | 0100 | 50 | X010 | QUARTER | | | | | | |
| 2 | 670B | 0100 | 50 | X010 | 3 | | | | | | |
| 3 | 670C | 0100 | 50 | X010 | QUARTER | | | | | | |
| 4 | 670C | 0100 | 50 | X010 | 3 | | | | | | |
| | | | | | | 0 | 0 | 0 | 0 | 0 | 0 |

Ready BudExec Apr 19 2:50 PM

The “Inside of the Form” is now displayed.

Step 5: Click on the “Insert” button three times. This will insert three lines. In this modification we will have two lines for each Allotment program. One line will be used for the quarter and one line for the object type. The quarter movement will be in *Quarter 2* and the object type will be 3 – *Operating Expenses*.

Step 6: *Program* field. This field depicts the Allotment program. On the first line, click the drop down arrow and select the appropriate Allotment program. For this example, select “670B”.

Step 7: Tab over to the *Cabinet* field and click the drop down arrow and select the appropriate Cabinet code. For this example, select “50”.

Step 8: Tab over to the *Object* field and click the drop down arrow. Select “Quarter”.

Step 9: In the *Quarter 2* column enter 75000.

Step 10: *Program* field. This field depicts the Allotment program. On the second line, click the drop down arrow and select the appropriate Allotment program. For this example, select “670B”.

Step 11: Tab over to the *Cabinet* field and click the drop down arrow and select the appropriate Cabinet code. For this example, select “50”.

Step 12: Tab over to the *Object* field and click the drop down arrow. Select 3 – Operating Expenses.

Allotment Modification Form “Inside of the Form”

Budget Execution Training

File BRASS AA Objects Security Utilities Window Help

Insert Delete Move Audit Net Cost Apply Save Cancel

General Justification

| Seq | Program | Fund | Cabinet | AA Object | Object | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Unallotted | Object Amt |
|-----|---------|------|---------|-----------|---------|-----------|-----------|-----------|-----------|------------|------------|
| 1 | 670B | 0100 | 50 | X010 | QUARTER | | 75,000 | | | | 75,000 |
| 2 | 670B | 0100 | 50 | X010 | 3 | | | | | | 75,000 |
| 3 | 670C | 0100 | 50 | X010 | QUARTER | | (75,000) | | | | (75,000) |
| 4 | 670C | 0100 | 50 | X010 | 3 | | | | | | (75,000) |
| | | | | | | 0 | 0 | 0 | 0 | 0 | 0 |

Ready BudExec Apr 19 2:55 PM

Step 13: Tab over to the *Object Amt* column. Enter 75000.

Step 14: *Program* field. This field depicts the Allotment program. On the third line, click the drop down arrow and select the appropriate Allotment program. For this example, select “670C”.

Step 15: Tab over to the *Cabinet* field and click the drop down arrow and select the appropriate Cabinet code. For this example, select “50”.

Step 16: Tab over to the *Object* field and select Quarter.

Step 17: Tab over to the *Quarter 2* column. Enter -75000.

Step 18: *Program* field. This field depicts the Allotment program. On the third line, click the drop down arrow and select the appropriate Allotment program. For this example, select “670C”.

Step 19: Tab over to the *Cabinet* field and click the drop down arrow and select the appropriate Cabinet code. For this example, select “50”.

Step 20: Tab over to the *Object* field and select 3 – Operating Expenses.

Step 21: Tab over to the *Object Amt* column. Enter -75000.

Step 22: Save the Allotment Modification form. Select the “Save” button.

Remember, to report on the information entered in an Allotment Modification form, you will need to open a “Report of the Form” from the “Outside of the Form” window.

Allotment Modification Form

“Outside of the Form”

The screenshot displays the 'Budget Execution Training' application window. The main menu bar includes 'File', 'BRASS', 'AA Objects', 'Security', 'Utilities', 'Window', and 'Help'. A toolbar with various icons is located below the menu. The central area is a large gray rectangle. Overlaid on this is the 'Allotment Modification' dialog box. The dialog box has a title bar with a close button. Inside, there are three buttons at the top: 'Report', 'OK', and 'Cancel'. The form fields are as follows: 'Program' is set to '670K_AL', 'Fund' is '1300', 'Serial Number' is '(New)', and 'Description' is 'Parks - RF Realignment'. Below these, 'Stage' is '1' with a dropdown arrow and a space in parentheses. 'Priority' and 'Type' are both dropdown menus. At the bottom, there are four code fields: 'Code 1', 'Code 2', 'Code 3', and 'Code 4', each with a dropdown arrow. The status bar at the bottom of the application window shows 'Ready', 'BudExec', and the date/time 'Apr 20 10:04 AM'.

Budget Execution Training

File BRASS AA Objects Security Utilities Window Help

Report OK Cancel

Program: 670K_AL
Fund: 1300
Serial Number: (New)
Description: Parks - RF Realignment
Stage: 1 ()
Priority: Type:
Code 1: Code 2:
Code 3: Code 4:

Ready BudExec Apr 20 10:04 AM

Up to this point we have been focusing on general fund allotment accounts. Now let's look at a couple of examples for non-general fund allotments. Remember, that for non-general fund allotments you do not budget at the object type level.

The following example shows moving money between the quarters within the same allotment account:

Step 1: On the Menu Bar – Select **BRASS**.

Step 2: Select **Budget Forms**

You should now see the Budget Form Selection Window. Let's select the Allotment Modification form.

Step 3: Select **Allotment Modification**

The Allotment Modification (outside of the form) should now be displayed.

Step 4: Complete the fields on the "Outside of the Form". *Program* – select the correct program code from the drop down list. Remember, for the Allotment Modification form, the Program code selected will be the Appropriation code followed by "_AL". *Fund* – select "1300" from the drop down list. *Serial Number* – since this is a new form, select "(New)" from the drop down list and a serial number will be assigned by the system. *Description* – enter a name for the Allotment Modification form. *Stage* – select "Stage 1" from the drop down list. Leave the remaining fields blank and click "OK".

Allotment Modification Form “Inside of the Form”

Budget Execution Training

File BRASS AA Objects Security Utilities Window Help

Insert Delete Move Audit Net Cost Apply Save Cancel

General Justification

| Seq | Program | Fund | Cabinet | AA Object | Object | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Unallotted | Object Amt |
|-----|---------|------|---------|-----------|---------|-----------|-----------|-----------|-----------|------------|------------|
| 1 | 670B | 1300 | 50 | X010 | QUARTER | | 100,000 | (100,000) | | | |
| | | | | | | 0 | 100,000 | (100,000) | 0 | 0 | 0 |

Ready BudExec Apr 20 10:11 AM

The “Inside of the Form” is now displayed.

Step 5: *Program* field. This field depicts the Allotment program. Click the drop down arrow and select the appropriate Allotment program. For this example, select “670B”.

Step 6: Tab over to the *Cabinet* field and click the drop down arrow and select the appropriate Cabinet code. For this example, select “50”.

Step 7: Tab over to the *Object* field and click the drop down arrow. Select Quarter.

Step 8: Tab over to the Quarter 2 column and enter 100000. Remember that you do not have to enter the comma. When you move the cursor to another cell, the comma will be inserted.

Step 9: Tab over to the Quarter 3 column and enter -100000.

Remember, to report on the information entered in an Allotment Modification form, you will need to open a “Report of the Form” from the “Outside of the Form” window.

Allotment Modification Form

“Outside of the Form”

The screenshot displays the 'Budget Execution Training' application window. The menu bar includes 'File', 'BRASS', 'AA Objects', 'Security', 'Utilities', 'Window', and 'Help'. The toolbar contains various icons for file operations and data management. The main window area is gray. Overlaid on this is the 'Allotment Modification' dialog box. The dialog box has a title bar with a close button. It contains the following fields and controls:

- Program:** Text box with '670K_AL' entered.
- Fund:** Dropdown menu with '1300' selected.
- Serial Number:** Dropdown menu with '(New)' selected.
- Description:** Text box with 'Parks-RF Recreation to Resorts' entered.
- Stage:** Dropdown menu with '1' selected, followed by '()'.
- Priority:** Dropdown menu.
- Type:** Dropdown menu.
- Code 1:** Dropdown menu.
- Code 2:** Dropdown menu.
- Code 3:** Dropdown menu.
- Code 4:** Dropdown menu.

At the top right of the dialog box are three buttons: 'Report', 'OK', and 'Cancel'. The status bar at the bottom of the application window shows 'Ready' on the left, 'BudExec' in the middle, and 'Apr 20 10:12 AM' on the right.

Now, let's look at another type of non-general fund Allotment Modification. In this example, we will be moving funds between Allotment programs.

Step 1: On the Menu Bar – Select **BRASS**.

Step 2: Select **Budget Forms**

You should now see the Budget Form Selection Window. Let's select the Allotment Modification form.

Step 3: Select **Allotment Modification**

The Allotment Modification (outside of the form) should now be displayed.

Step 4: Complete the fields on the "Outside of the Form". *Program* – select the correct program code from the drop down list. Remember, for the Allotment Modification form, the Program code selected will be the Appropriation code followed by "_AL". *Fund* – select "1300" from the drop down list. *Serial Number* – since this is a new form, select "(New)" from the drop down list and a serial number will be assigned by the system. *Description* – enter a name for the Allotment Modification form. *Stage* – select "Stage 1" from the drop down list. Leave the remaining fields blank and click "OK".

Allotment Modification Form “Inside of the Form”

Budget Execution Training

File BRASS AA Objects Security Utilities Window Help

Insert Delete Move Audit Net Cost Apply Save Cancel

General Justification

| Seq | Program | Fund | Cabinet | AA Object | Object | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Unallotted | Object Amt |
|-----|---------|------|---------|-----------|--------|-----------|-----------|-----------|-----------|------------|------------|
| 1 | | 1300 | 0 | X010 | | | | | | | |
| 2 | | 1300 | 0 | X010 | | 0 | 0 | 0 | 0 | 0 | 0 |

Ready BudExec Apr 20 10:13 AM

The “Inside of the Form” is now displayed.

Step 5: Click on the “Insert” button. This will insert a second line. In this modification we will have two lines one for each Allotment program.

Step 6: *Program* field. This field depicts the Allotment program. On the first line, click the drop down arrow and select the appropriate Allotment program. For this example, select “670B”.

Step 7: Tab over to the *Cabinet* field and click the drop down arrow and select the appropriate Cabinet code. For this example, select “50”.

Step 8: Tab over to the *Object* field and click the drop down arrow. Select Quarter.

Step 9: Tab over to the *Quarter 4* column and enter 75500. Remember that you do not have to enter the comma. When you move the cursor to another cell, the comma will be inserted.

Step 10: *Program* field. This field depicts the Allotment program. On the second line, click the drop down arrow and select the appropriate Allotment program. For this example, select “670C”.

Step 11: Tab over to the *Cabinet* field and click the drop down arrow and select the appropriate Cabinet code. For this example, select “50”.

Step 12: Tab over to the *Object* field and click the drop down arrow. Select Quarter.

Allotment Modification Form “Inside of the Form”

Budget Execution Training

File BRASS AA Objects Security Utilities Window Help

Insert Delete Move Audit Net Cost Apply Save Cancel

General Justification

| Seq | Program | Fund | Cabinet | AA Object | Object | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Unallotted | Object Amt |
|-----|---------|------|---------|-----------|---------|-----------|-----------|-----------|-----------|------------|------------|
| 1 | 670B | 1300 | 50 | X010 | QUARTEF | | | | 75,000 | | |
| 2 | 670C | 1300 | 50 | X010 | QUARTEF | | | | (75,000) | | |
| | | | | | | 0 | 0 | 0 | 0 | 0 | 0 |

Ready BudExec Apr 20 10:13 AM

Step 13: Tab over to the *Quarter 4* column. Enter -75500.

Step 14: Save the Allotment Modification form. Select the “Save” button.

Remember, to report on the information entered in an Allotment Modification form, you will need to open a “Report of the Form” from the “Outside of the Form” window.

Process of Submitting Allotment Modification Request to GOPM

Depending on your agency's guidelines for review, your Allotment Modification request is now ready for submission to GOPM. You will need to send your written justification along with the Allotment Modification report of the form to your GOPM analyst.

Upon receipt of your written justification, the GOPM analyst will then access your Allotment Modification form for review. The GOPM analyst will want to access the request at the agency Stage level so that if any changes need to be made, the agency can make those changes and resubmit the request to GOPM.

Upon approval, GOPM will forward the Allotment Modification into ADVANTAGE Financial. A copy will also be forwarded to LRC.

Audit Trail

The Allotment Modification form does not have an audit trail. The "Audit" Button on the form will access the report for an Audit Trail but it will be blank because the lines in the Allotment Modification form do not post until after approval. Therefore the audit trail is not available for this form.



In this topic you learned about:

- The Allotment Modifications for operating budgets,
- Completing an Allotment Modification form, and
- The Allotment Modification request submission, review and ADVANTAGE posting process.



Are there any questions about Allotment Modification Requests for Operating Budget Execution??

Topic 4: Appropriation Modification Requests for Operating Budget Execution

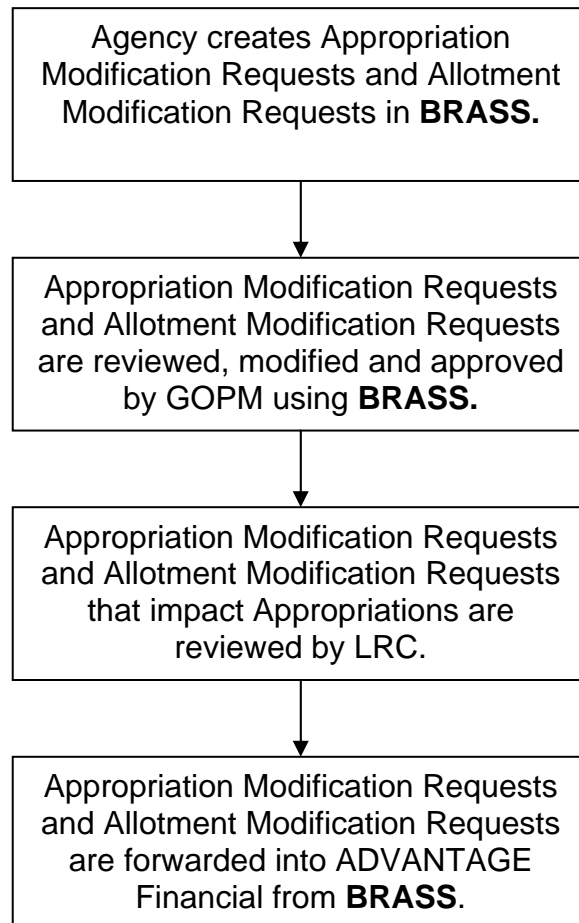
This topic provides information about the appropriation modification process and how to prepare Appropriation Modification forms.

By the end of this topic, you will be able to:

- Describe the modification process for operating budget appropriations,
- Complete an Appropriation Modification form, and
- Describe the Appropriation Modification Request submission and review process.

Operating Budget Execution Process

Appropriation Modification Requests and Allotment Modification Requests



Appropriations

After the Biennial Budget Preparation process has been completed and the Appropriation bills have been enacted and signed by the Governor, the Governor's Office for Policy and Management (GOPM) will set up the initial operating budget appropriations in accordance with the Appropriation bills. The initial appropriation process is a GOPM process that does not require any action on the part of Commonwealth agencies.

Appropriation Modifications

If an Appropriation must be modified later during the year, an Appropriation Modification form must be completed in **BRASS** and processed. This process is usually initiated by the agencies. Appropriation modification requests follow the process below:

- A written request for an Appropriation Modification is submitted by an agency to GOPM with a copy to LRC. The written request must include the program, fund and names of the Appropriation Modification form and the Quarterly Restricted/Federal Fund Revision form (discussed in Topic 5). A copy of the Appropriation Modification report of the form and the Quarterly Revenue Revision Report (where applicable) must also be included.
- An Appropriation Modification form is completed in **BRASS** by agencies and submitted to GOPM.
- GOPM then reviews, modifies (if applicable), and approves the Appropriation Modification.
- The Appropriation Modification is also forwarded to LRC for review.
- GOPM forwards the change into the ADVANTAGE Financial system.

**APPROPRIATION MODIFICATION
QUARTERLY REPORTING SCHEDULE**

| QUARTER | DUE DATE | REPORT DATE | EFFECTIVE DATE |
|-------------------------|-----------------|------------------------|-----------------------|
| 1 ST Quarter | June 15 | July 1 | August 1 |
| 2 ND Quarter | September 15 | October 1 | November 1 |
| 3 RD Quarter | December 15 | January 1 | February 1 |
| 4 TH Quarter | March 15 | April 1 | May 1 |

Quarterly Schedule for Appropriation Modifications

Appropriation modifications are processed on a quarterly schedule. The table to the left shows the due date, report date to LRC and effective date for each quarter.

Requests for Appropriation modifications must be submitted on or before the due date for the modification to be included in the packet submitted to LRC for review by the Appropriation and Revenue Committee.

Appropriation Modification Form “Inside of the Form”

The screenshot shows a software window titled "Budget Execution Training" with a menu bar (File, BRASS, AA Objects, Security, Utilities, Window, Help) and a toolbar. Inside the window is a smaller window titled "Appropriation Modification: 18 - Parks Fund - Parks". This window has a toolbar with buttons: Insert, Delete, Move, Audit, a dropdown menu set to "Net Cost", and Apply, Save, and Cancel buttons. Below the toolbar are two tabs: "General" (selected) and "Justification". The "General" tab contains a table with the following data:

| Seq | Program | Fund | Cabinet | AA Object | Amt of Change |
|-----|---------|------|---------|-----------|---------------|
| 1 | 670K | RSTD | 50 | X010 | 2,000,000 |
| | | | | | 2,000,000 |

The status bar at the bottom of the application shows "Ready", "BudExec", and the date/time "Apr 17 5:15 PM".

BRASS: Operating Budget Execution

We will walk through completing the form in a few minutes, but first let's take a brief look at some of the key fields in the entry form:

The title line at the top of the entry form displays the following information:

- Form Name (Appropriation Modification)
- Serial Number of this instance of the form (5)
- Description that was entered for this instance of the form.

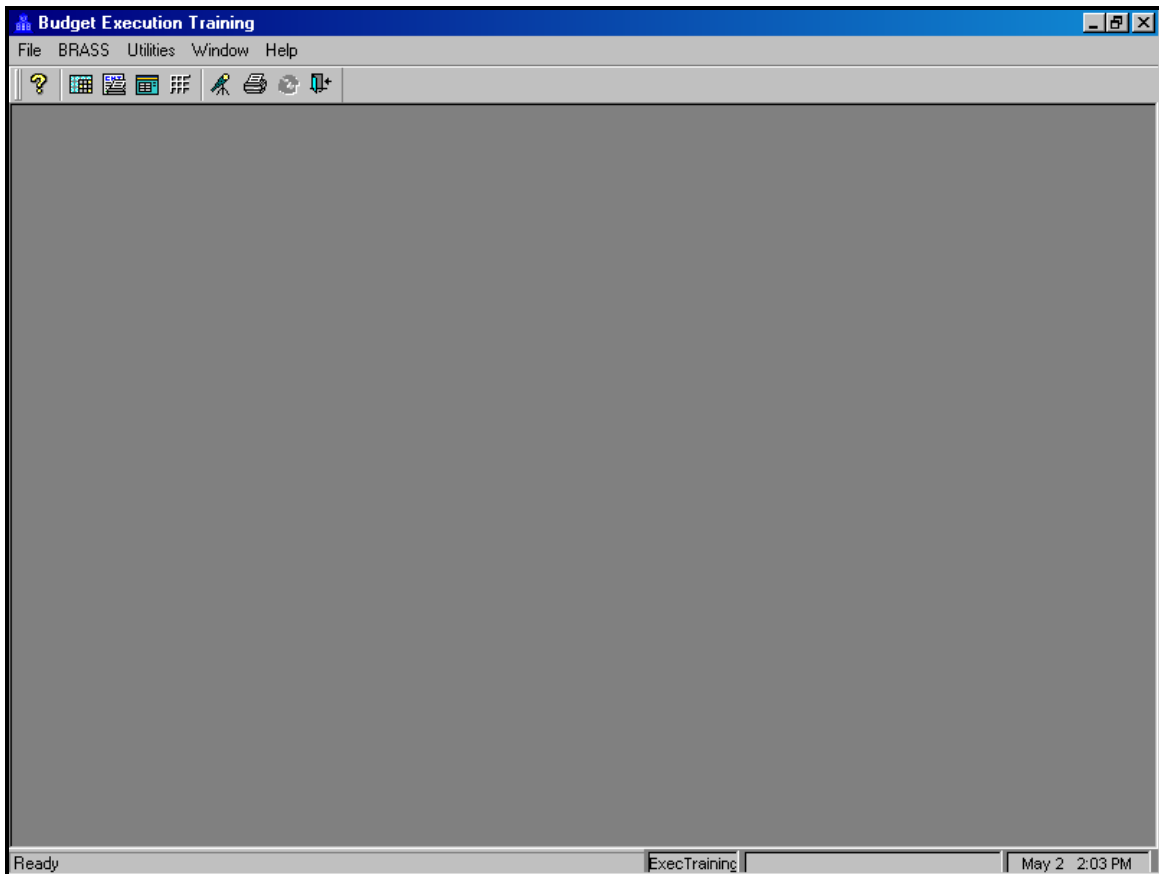
The 1st entry line of the form contains fields for *Program*, *Fund*, *Cabinet*, and *AA-Object* for the appropriation you wish to modify. To complete the form, you will move your mouse pointer and click or tab to these fields and enter the values for each field.

In the *Amt of Change* field, you will enter the amount of the change to the appropriation.

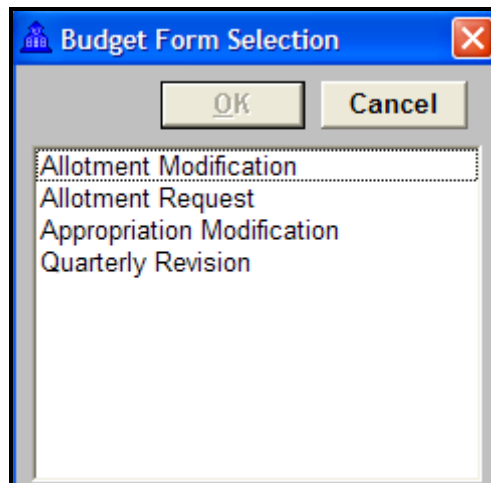
Example: If the current appropriation is \$55,032,700 and you are modifying it to \$57,032,700, you will enter \$2,000,000. **Very Important!!!**

The "Audit" button below the title line is used to access the audit trail for **BRASS** forms. The audit trail is only created when the form is saved and posted to the database. The Appropriation Modification form was designed to post to the database only in the final stage, just prior to posting the value to ADVANTAGE Financial. Thus, this button is not operational for the Appropriation Modification form.

BRASS Menu Option



Budget Form Selection Window



Accessing an Appropriation Modification Form

Let's do a walkthrough to create an Appropriation Modification form for a Restricted Fund appropriation.

The first step is to access the correct online budget form. To do this, you will complete the following steps:

Step 1: On the **Menu Bar** -- Select **BRASS**

Step 2: Select **Budget Forms**

You should now see the Budget Form Selection window.

Step 3: Select the Appropriation Modification form. Move the mouse pointer to **Appropriation Modification** and click once to highlight the form. Click on OK.

The Appropriation Modification (outside of the form) should now be displayed.

Appropriation Modification Form “Outside of the Form”

The screenshot displays a software window titled "Budget Execution Training" with a menu bar (File, BRASS, AA Objects, Security, Utilities, Window, Help) and a toolbar. A smaller "Appropriation Modification" dialog box is open in the center. This dialog box contains the following fields and controls:

- Program:** Text box containing "670K".
- Fund:** Text box containing "RSTD".
- Serial Number:** Dropdown menu with "(New)" selected.
- Description:** Text box containing "Parks Fund - Parks".
- Stage:** Dropdown menu with "1" selected, followed by a space and a pair of parentheses " ()".
- Priority:** Dropdown menu.
- Type:** Dropdown menu.
- Code 1:** Dropdown menu.
- Code 2:** Dropdown menu.
- Code 3:** Dropdown menu.
- Code 4:** Dropdown menu.

At the top of the dialog box are three buttons: "Report", "OK", and "Cancel". The status bar at the bottom of the main window shows "Ready", "BudExec", and the date/time "Apr 17 5:14 PM".

Completing the “Outside of the Form”

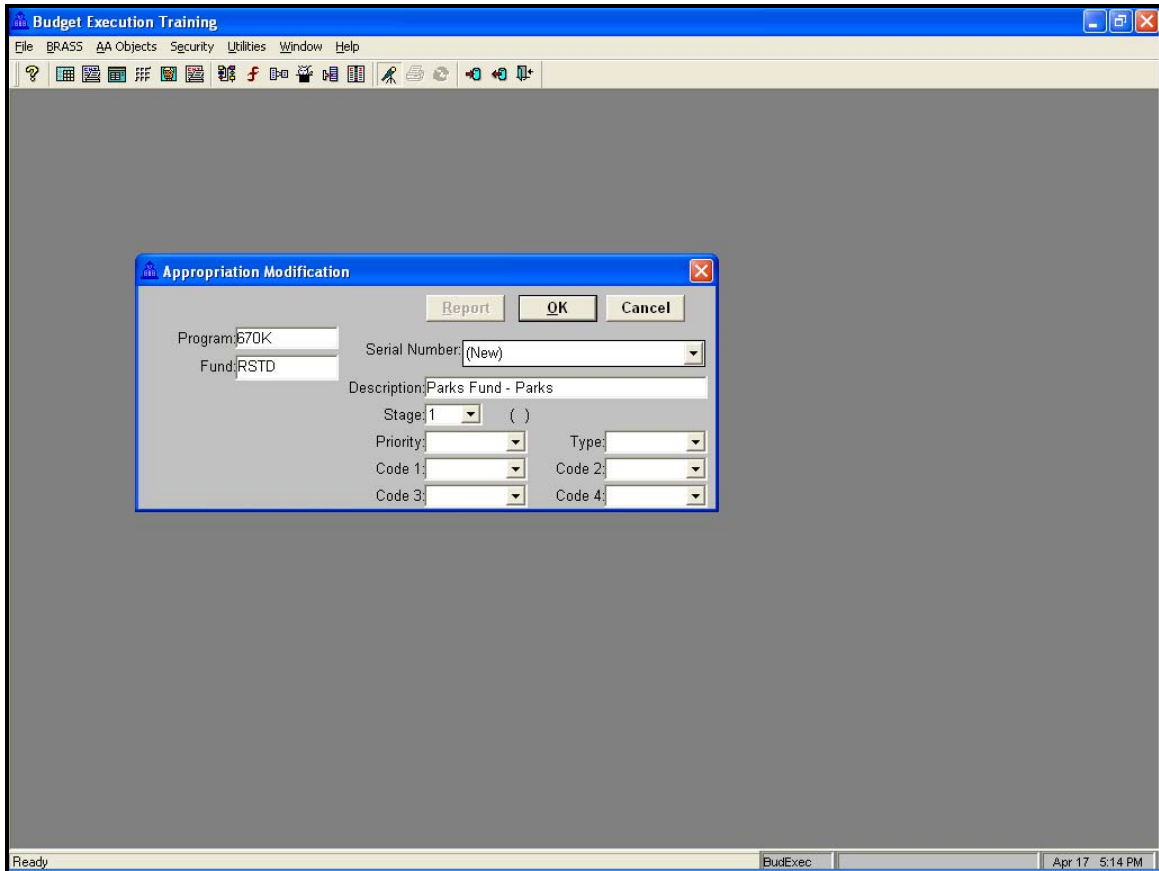
Step 1: *Program* field. This field is used to designate which Appropriation Program to use. Enter the 4-character Program of the appropriation you are requesting to modify. Remember that the program code for appropriations in **BRASS** will be the 4-character Function Group from eMARS.

Navigation tip: Moving the mouse pointer to an open field and clicking will bring up a drop down menu that shows the choices for that field. (Your security will determine the Programs that are available to you on the drop down menu.)

Step 2: *Fund* field. For appropriations, the fund field will equal the CAFR Fund Type (appropriation fund) in eMARS. Enter the Fund of the appropriation you are requesting to modify. Move your mouse pointer to the *Fund* field and click to bring up the drop down list of funds from which to choose. In the drop down list you will see both the appropriation funds and the allotment funds listed. **The CAFR Fund Type (appropriation fund) is alphabetic in nature.** For this training workshop, you will enter RSTD - Restricted Fund.

Step 3: *Serial Number* field. If you are creating a new form, you would select “(New)” and a serial number will be assigned by the system. If you are accessing a form that has already been created, you would choose the correct serial number from the drop down list. Click on the down arrow and select “(New)”.

Appropriation Modification Form “Outside of the Form”



The screenshot shows a software window titled "Budget Execution Training" with a menu bar (File, BRASS, AA Objects, Security, Utilities, Window, Help) and a toolbar. In the center, a smaller dialog box titled "Appropriation Modification" is open. This dialog box contains the following fields and controls:

- Program:** Text box containing "670K".
- Fund:** Text box containing "RSTD".
- Serial Number:** Dropdown menu with "(New)" selected.
- Description:** Text box containing "Parks Fund - Parks".
- Stage:** Dropdown menu with "1" selected, followed by a space and a pair of parentheses " ()".
- Priority:** Dropdown menu.
- Type:** Dropdown menu.
- Code 1:** Dropdown menu.
- Code 2:** Dropdown menu.
- Code 3:** Dropdown menu.
- Code 4:** Dropdown menu.

At the top right of the dialog box are three buttons: "Report", "OK", and "Cancel". The status bar at the bottom of the main window shows "Ready", "BudExec", and the date/time "Apr 17 5:14 PM".

- Step 4:** *Description* field. You may enter up to 30 characters with spaces. A good “rule of thumb” would be to enter the Appropriation Program followed by the Fund abbreviation. Enter a description for your Appropriation Modification.
- Step 5:** *Stage* field. This field indicates which stage the document is in during the process cycle. Click on the down arrow and select “1”. This stage represents the Agency Stage for the Appropriation Modification process.

Step 6: Leave the following fields blank:

Priority

Code 1

Code 2

Code 3

Code 4

Type

Step 7: Click "OK". The Appropriation Modification form that you just named will be created. We have just created a form that will have these particular data attributes on the inside of the form.

Appropriation Modification Form “Inside of the Form”

The screenshot shows a software window titled "Budget Execution Training" with a menu bar (File, BRASS, AA Objects, Security, Utilities, Window, Help) and a toolbar. Inside the window is a smaller window titled "Appropriation Modification: 18 - Parks Fund - Parks". This inner window has a toolbar with buttons: Insert, Delete, Move, Audit, a dropdown menu set to "Net Cost", and Apply, Save, and Cancel buttons. Below the toolbar are two tabs: "General" (selected) and "Justification". The "General" tab contains a table with the following data:

| Seq | Program | Fund | Cabinet | AA Object | Amt of Change |
|-------|---------|------|---------|-----------|---------------|
| 1670K | RSTD | 50 | X010 | | 2,000,000 |
| | | | | | 2,000,000 |

The status bar at the bottom of the main window shows "Ready", "BudExec", and the date/time "Apr 17 5:15 PM".

Now, we will populate the Appropriation Modification form.

When the form first appears on the screen, the cursor will be in the *Program* field. To complete the form, you will move your mouse pointer and click or tab to the fields for *AA-Object*, *Cabinet* and *Amt of Change*. In this example, Program 670K and Fund RSTD were selected on the outside of the form, so this will be the only Non-Consolidating choice in the entry form itself.

Step 1: Tab over to the *Cabinet* field and click on the drop down arrow and choose “☺☺”.

Step 2: Move the cursor to the *AA-Object* field. The form has the value “X010” defaulted since this is the most common entry. However, if this needs to be changed, click on the drop down arrow and choose the correct Appropriation Object. For this form “X010” is correct.

Step 3: Tab to the *Amt of Change* field. Enter the amount of the change to the appropriation. Example: If the current appropriation is \$3,000,000 and you need it to be \$5,000,000, you would enter \$2,000,000 – not \$5,000,000. **VERY IMPORTANT!!!** Enter 2000000.

Do not enter commas and dollar signs, and use whole numbers only – no pennies.

Report of the Appropriation Modification Form

Budget Execution Training - [Objects {S/N: 18}]

File BRASS AA Objects Security Utilities Window Help

Zoom: 100 Rulers PgUp PgDn

Commonwealth of Kentucky
Parks Fund - Parks {S/N: 18}
Objects

4/17/2006 Page 1 of 1
Form: d:\brx_frm_rep

| Seq | Program | Fund | Cabinet | AA Objec | Amt of Change |
|----------|---------|------|---------|----------|---------------|
| 1 | 670K | RSTD | 50 | X010 | 2,000,000 |
| Subtotal | | | | | 2,000,000 |
| Total | | | | | 2,000,000 |

Ready BudExec Apr 17 5:26 PM

Accessing a Report of an Appropriation Modification Form

A report of the Appropriation Modification form can be obtained from the “Outside of the Form” dialog box.

Step 1: On the **Menu Bar** -- Select **BRASS**

Step 2: Select **Budget Forms**

Step 3: Select **Appropriation Modification**

Step 4: Complete the “Outside of the Form” dialog box using the Program code and Fund of the form report needed.

Step 5: *Serial Number* field. Click on the down arrow and select the serial number and description for the form report needed.

Step 6: Click on the “Report” button.

After clicking on the “Report” button, a smaller box will appear.

Step 7: Uncheck the “Form Justification” box by clicking on the check mark. Click the “OK” button and the report view will be shown of your appropriation modifications.



In this topic, you learned about:

- The appropriation modification process for operating budgets,
- Completing the Appropriation Modification form, and
- Submitting and reviewing the Appropriation Modification form.



Are there any questions about Appropriation Modification Requests for Operating Budget Execution??

Topic 5: Quarterly Federal Fund/Restricted Fund Revision

This topic provides information about how to prepare your Quarterly Federal Fund/Restricted Fund Receipt estimates in **BRASS**.

By the end of this topic, you will be able to:

- Describe the Quarterly Federal/Restricted Fund estimate process;
- Describe the Restricted Fund and Federal Fund structure;
- Describe the Quarterly Revision form in **BRASS**;
- Describe the Quarterly Revision views and reports; and,
- Describe the Quarterly Revision submission and review process.

The Quarterly Federal/Restricted Fund Estimate Process

The biennial appropriations act requires that each agency submit to GOPM and LRC quarterly estimates of receipts and expenditures for Federal Funds and Restricted Funds. The information must be in electronic format and reflect current estimates compared to budgeted figures.

The Federal Funds and Restricted Funds Receipt estimates will be entered by agencies in **BRASS** into the Quarterly Federal Fund/Restricted Fund Receipt Revision form, to be referred to as the “Quarterly Revision” form. Changes in Appropriations and Allotments are done using the Appropriation and Allotment Modification forms. The Quarterly Revision form should be prepared and submitted concurrently with any Federal or Restricted Fund Appropriation Modification form.

The information about the Federal/Restricted Fund revised receipt estimates will not be passed on to ADVANTAGE Financial. The information from other **BRASS** budget execution forms will be passed on to ADVANTAGE Financial.

The Quarterly Revision form should be completed and submitted only when changes in receipt estimates for Federal and Restricted funds are being reported (according to the quarterly schedule) and/or appropriation modifications are being requested. **If there are no changes in either, then this form is not required.**

BRASS: Operating Budget Execution

Note: The only time this form would be submitted with a Quarter 1 Modification would be if an agency submitted this form prior to the beginning of a fiscal year for changes in 1st Quarter receipts of the next fiscal year.

If this form is submitted during the July through September period, the modification would be a Quarter 2 Modification. If submitted during the October through December, the modification would be a Quarter 3 modification, and if submitted during January through March, it would be a Quarter 4 modification.

BRASS: Operating Budget Execution

eMARS Fund Type (Allotment Fund)

0100 - General Fund
6350 - Tobacco Fund

1100 - Road Fund

1300 - Agency Revenue Fund
2100 - State Parks Fund
2200 - State Fair Board Fund
2400 - Insurance Administration Fund
2900 - Horse Park Commission Fund
3100 - Fleet Management Fund
3200 - Computer Services Fund
3500 - Prison Industries Fund
3600 - Central Printing Fund
3700 - Property Management Fund
3800 - Risk Management Fund

1200 - Federal Fund
6200 - Unemployment Benefits Fund

eMARS CAFR Fund Type (Appropriation Fund)

GNRL - General
TBCO - Tobacco

ROAD - Road

RSTD - Restricted
RSTD - Restricted
RSTD - Restricted
RSTD - Restricted
RSTD - Restricted
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RSTD - Restricted
RSTD - Restricted
RSTD - Restricted
RSTD - Restricted
RSTD - Restricted

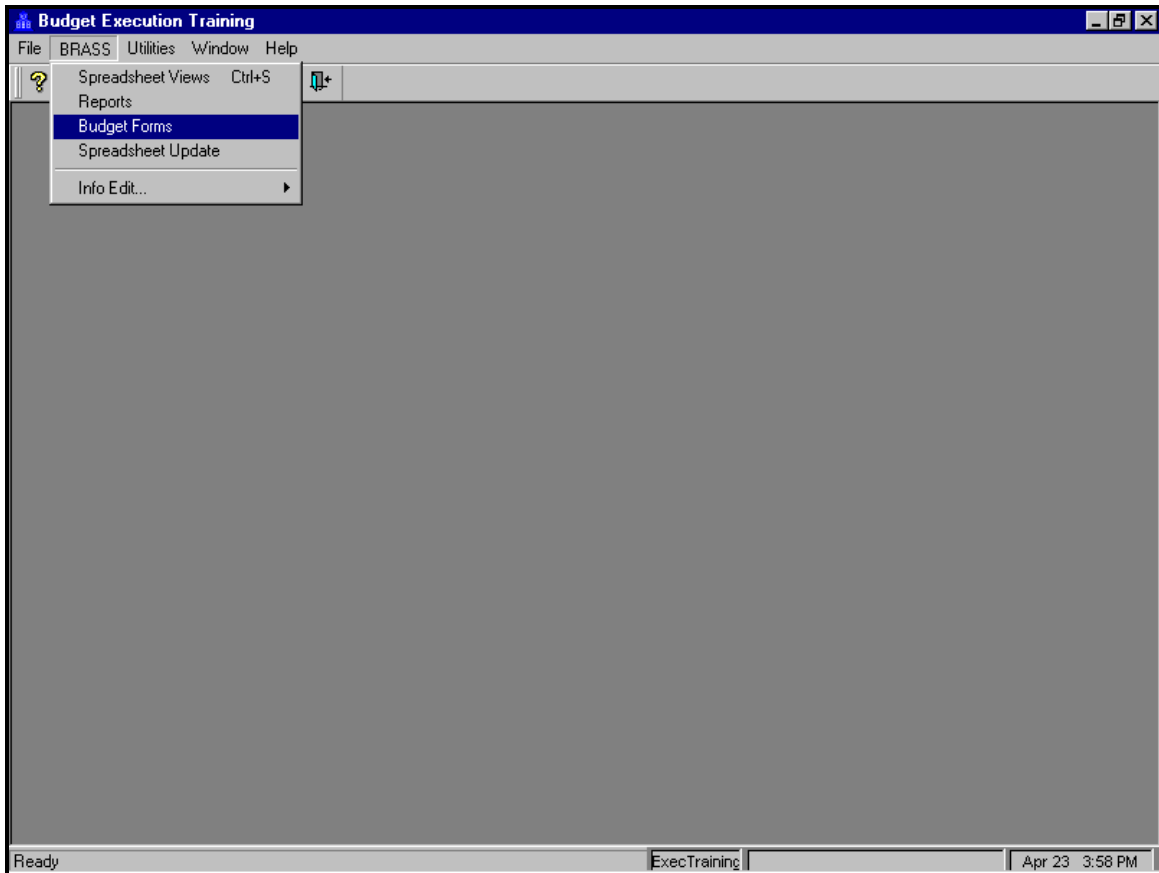
FDRL - Federal
FDRL - Federal

Restricted Fund and Federal Fund Structure

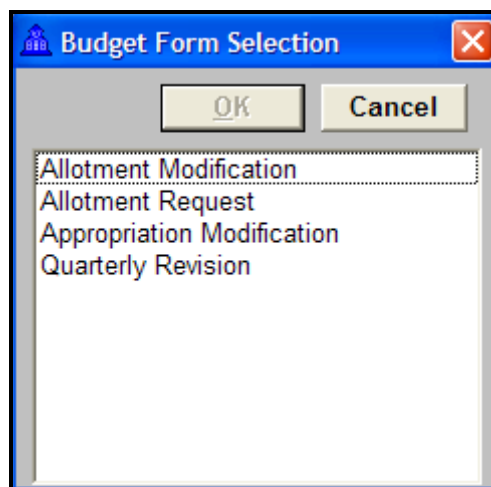
Before we walk through the Quarterly Revision form, we want to visit the **BRASS** Fund table as it relates to the Quarterly Revision form. This form only affects two Budgetary Funds: Restricted Fund and Federal Fund. A number of agencies have more than one eMARS Fund Types (Allotment Fund - i.e. 1300 and 2100) within a CAFR Fund Type (Appropriation Fund - i.e. RSTD-Restricted). The table on page 5 - 4 shows all of the eMARS Fund Types for these two CAFR Fund Types (Appropriation Funds).

The Funds you will select and use for the Quarterly Revision Form are reflected in the “eMARS CAFR Fund Type” column. Examples are the RSTD – Restricted Fund and FDRL – Federal Fund.

BRASS Menu Option



Budget Form Selection Window



Quarterly Revision Form

BRASS has an entry form, entitled Quarterly Revision. This is the form where you will enter the enacted amounts and quarterly revisions of Federal and Restricted Fund **Receipts**. In **BRASS**, there will be only **one** Quarterly Revision form for each discrete Appropriation Fund and Appropriation program combination. This same form will be used **EACH TIME** that you need to prepare a quarterly submission. Note that in the Allotment Request, Appropriation Modification, and Allotment Modification forms, you were instructed to select a NEW form each time you need to submit. For this form, you will always use the same form serial number except for the first time you use it in a given fiscal year.

Let's do a walkthrough of a Quarterly Revision form.

In this walkthrough we will create a Quarterly Revision form for a Restricted Fund appropriation unit.

Step 1: On the **Menu Bar** -- Select **BRASS**

Step 2: Select **Budget Forms**

Step 3: Select **Quarterly Revision**

Quarterly Revision “Outside of the Form”

The screenshot displays the 'Budget Execution Training' application window. A 'Quarterly Revision' dialog box is open, featuring the following fields and controls:

- Program:** 670K
- Fund:** RSTD
- Serial Number:** (New) (dropdown menu)
- Description:** Parks - Restricted Fund
- Stage:** 1 (dropdown menu)
- Priority:** (dropdown menu)
- Type:** (dropdown menu)
- Code 1:** (dropdown menu)
- Code 2:** (dropdown menu)
- Code 3:** (dropdown menu)
- Code 4:** (dropdown menu)

Buttons at the top of the dialog include 'Report', 'OK', and 'Cancel'. The status bar at the bottom of the application window shows 'Ready', 'BudExec', and the date/time 'Apr 20 8:52 AM'.

BRASS: Operating Budget Execution

We now have to populate the “Outside of the Form.”

Step 1: *Program* field. This is the field that is used to designate which Appropriation Program to use. Enter the 4-character Program of the Appropriation you are requesting to modify. Remember that the program code for Appropriations in **BRASS** will be the 4-character Function Group from eMARS.

Step 2: *Fund* field. This is the field that is used to designate which Appropriation Fund you are requesting with the Quarterly Revision form. Move your cursor to the Fund field. Click on the down arrow and select “RSTD”. All funds in the fund field will be in the drop down list. **The Fund selected for this form will always be alphabetic.**

Step 3: *Serial Number* field. Click on the down arrow and select “(New)”. Remember, the only time you will ever choose “(New)” for this form is the first time you create this form each fiscal year. The serial number for this form will be automatically assigned by the system.

Any quarterly updates made to this Appropriation Program/Fund combination during a fiscal year will be done by selecting the same form.

Step 4: *Description* field. This is the field where you will assign a name to your Quarterly Revision form.

Quarterly Revision “Outside of the Form”

The screenshot displays the 'Budget Execution Training' application window. The main window has a menu bar with 'File', 'BRASS', 'AA Objects', 'Security', 'Utilities', 'Window', and 'Help'. Below the menu bar is a toolbar with various icons. The main content area is a large gray rectangle. In the center, a 'Quarterly Revision' dialog box is open. The dialog box has a title bar with a blue background and a red close button. It contains the following fields and controls:

- Program:** Text box containing '670K'.
- Fund:** Text box containing 'RSTD'.
- Serial Number:** Dropdown menu showing '(New)'.
- Description:** Text box containing 'Parks - Restricted Fund'.
- Stage:** Dropdown menu showing '1'.
- Priority:** Dropdown menu.
- Type:** Dropdown menu.
- Code 1:** Dropdown menu.
- Code 2:** Dropdown menu.
- Code 3:** Dropdown menu.
- Code 4:** Dropdown menu.

At the top right of the dialog box are three buttons: 'Report', 'OK', and 'Cancel'. The status bar at the bottom of the application window shows 'Ready' on the left, 'BudExec' in the center, and 'Apr 20 8:52 AM' on the right.

BRASS: Operating Budget Execution

Step 5: *Stage* field. Select Stage 1. Only one stage will be used for the Quarterly Revision Form. This stage will be used for all phases for this form: initial entry by agency staff, final agency approval, official submission, and central review.

Only one stage is being used since the information included in the Quarterly Revision form is supplemental information to the Appropriation and Allotment Modification forms, when those requests involve an increase relating to a revised receipt estimate. If any changes need to be made to a form completed by an agency, then those changes will be made at Stage 1. Leaving the stage available to agency users will also enable the agency to use the Quarterly Revision form throughout the fiscal year.

Remember, the information entered in this form will NOT be passed to ADVANTAGE Financial.

Step 6: Leave the following fields blank:

Priority
Code 1
Code 2
Code 3
Code 4
Type

Step 7: Click "OK". The Quarterly Revision form that you just named will be created. We have just created a form that will have these particular data attributes on the inside of the form.

Quarterly Revision “Inside of the Form”

Budget Execution Training

File BRASS AA Objects Security Utilities Window Help

Insert Delete Move Audit Net Cost Apply Save Cancel

General

| Seq | Program | Fund | Object | Enacted | Qtr 1 Mod | Qtr 2 Mod | Qtr 3 Mod | Qtr 4 Mod | Y1TOTAG |
|-----|---------|------|---------|--------------|-----------|-----------|-----------|-----------|--------------|
| 1 | 670K | RSTD | BALANCE | 876,700 | | | | | 876,700 |
| 2 | 670K | RSTD | CURREC | 54,672,400 | | | | | 54,672,400 |
| 3 | 670K | RSTD | NONREV | (371,900) | | | | | (371,900) |
| | | | | (55,177,200) | 0 | 0 | 0 | 0 | (55,177,200) |

Ready BudExec Apr 20 8:55 AM

BRASS: Operating Budget Execution

Let's now populate the Quarterly Revision form. (Notice the serial number and name across the top of the form.)

When the form first appears on the screen, the cursor will be in the Program field. The Program field and Fund fields will display the Appropriation program and Fund selected on the outside of the form. Move your mouse pointer and click or tab to the fields *Object*, *Enacted*, *Qtr 1 Mod*, *Qtr 2 Mod*, *Qtr 3 Mod* and *Qtr 4 Mod*.

Step 1: *Object* field. Tab to the *Object* field and click the drop down arrow. You will have four choices from which to choose: BALANCE – Beginning Balance, CURREC – Current Receipts, NONREV - Non-Revenue, and FUNDTSFR – Fund Transfer. Since there is a balance forward for this program, select “BALANCE”.

Step 2: Move your cursor back to the Seq field of the first line and click on the “Insert” button twice. This will add two lines.

Step 3: Tab to the *Object* field and click on the drop down arrow. This time select “CURREC”, since this program has current receipts. On the other line, select “NONREV”, since this program has Non-Revenue Receipts.

Step 4: We now want to enter values in the Enacted column.

| | |
|---------|--------------|
| BALANCE | \$876,700 |
| CURREC | \$54,672,400 |
| NONREV | \$-371,900 |

BRASS: Operating Budget Execution

Sample Budget Page

| | | | | | |
|---|--------------------|---|----------------------|--------------------|--------------------|
| Enacted Budget | | BUDGET PAGE 2006-08 KENTUCKY BRANCH BUDGET | | | 4/17/2006 17:59:58 |
| Working Paper | | Agency: Commerce | | | |
| Governmental Branch: Executive Branch | | Appropriation Unit: Parks | | | |
| Cabinet/Function: Commerce | | Program/Service Unit: | | | |
| | | Sub Program: | | | |
| | | Posting Unit: | | | |
| 670_BILL | Revised FY 2006 | Requested FY 2007 | Requested FY 2008 | Enacted FY 2007 | Enacted FY 2008 |
| SOURCE OF FUNDS | | | | | |
| General Fund | | | | | |
| Regular Appropriation | 26,206,700 | 35,610,000 | 54,417,300 | 27,978,400 | 28,822,400 |
| Salary and Health Insurance Adjustments | 1,962,800 | 0 | 0 | 0 | 0 |
| Total General Fund | 28,169,500 | 35,610,000 | 54,417,300 | 27,978,400 | 28,822,400 |
| Restricted Funds | | | | | |
| Balance Forward | 774,800 | 251,800 | 286,400 | 876,700 | 144,500 |
| Current Receipts | 53,742,900 | 56,488,100 | 57,869,900 | 54,672,400 | 56,645,500 |
| Non-Revenue Receipts | -350,600 | -258,000 | -1,576,500 | -371,900 | -393,700 |
| Total Restricted Funds | 54,167,100 | 56,481,900 | 56,579,800 | 55,177,200 | 56,396,300 |
| Federal Funds | | | | | |
| Current Receipts | 576,000 | 0 | 0 | 0 | 0 |
| Total Federal Funds | 576,000 | 0 | 0 | 0 | 0 |
| Total Funds | 82,912,600 | 92,091,900 | 110,997,100 | 83,155,600 | 85,218,700 |
| EXPENDITURES BY CLASS | | | | | |
| Personnel Costs | 52,287,400 | 59,763,800 | 62,866,000 | 53,851,900 | 55,058,500 |
| Operating Expenses | 28,900,500 | 31,220,800 | 31,569,900 | 28,887,200 | 28,983,500 |
| Grants, Loans, Benefits | 191,100 | 300,000 | 300,000 | 191,100 | 191,100 |
| Debt Service | 0 | 0 | 15,419,300 | 0 | 844,000 |
| Capital Outlay | 656,900 | 520,900 | 520,900 | 80,900 | 80,900 |
| TOTAL EXPENDITURES BY CLASS | 82,035,900 | 91,805,500 | 110,676,100 | 83,011,100 | 85,158,000 |
| EXPENDITURES BY FUND SOURCE | | | | | |
| General Fund | 28,169,500 | 35,610,000 | 54,417,300 | 27,978,400 | 28,822,400 |
| Restricted Funds | 53,290,400 | 56,195,500 | 56,258,800 | 55,032,700 | 56,335,600 |
| Federal Funds | 576,000 | 0 | 0 | 0 | 0 |
| TOTAL EXPENDITURES BY FUND | 82,035,900 | 91,805,500 | 110,676,100 | 83,011,100 | 85,158,000 |
| EXPENDITURES BY UNIT | | | | | |
| General Administration and Support | 10,494,300 | 12,110,500 | 12,541,300 | 10,128,600 | 10,403,800 |
| Resort Parks | 53,651,600 | 60,979,500 | 63,305,200 | 54,575,100 | 55,360,000 |
| Recreation Parks and Historic Sites | 15,844,000 | 16,183,500 | 16,813,100 | 16,209,500 | 16,428,300 |
| Cafeterias | 1,854,900 | 2,232,000 | 2,297,200 | 1,906,800 | 1,930,800 |
| Debt Service | 0 | 0 | 15,419,300 | 0 | 844,000 |
| Breaks Interstate Park | 191,100 | 300,000 | 300,000 | 191,100 | 191,100 |
| TOTAL EXPENDITURES BY UNIT | 82,035,900 | 91,805,500 | 110,676,100 | 83,011,100 | 85,158,000 |

BRASS: Operating Budget Execution

IMPORTANT: The values you enter in the Enacted Column for each Fund and Appropriation Program combination should be the actual amount from the enacted budget for that fiscal year. These values should match, as revised, the information published in the Budget of the Commonwealth each biennium.

Quarterly Revision Form “Inside of the Form”

Budget Execution Training

File BRASS AA Objects Security Utilities Window Help

Quarterly Revision: 10 - Parks - Restricted Fund

Insert Delete Move Audit Net Cost Apply Save Cancel

General

| Seq | Program | Fund | Object | Enacted | Qtr 1 Mod | Qtr 2 Mod | Qtr 3 Mod | Qtr 4 Mod | Y1TOTAG |
|-------|---------|---------|--------|--------------|-------------|-----------|-----------|-----------|--------------|
| 1670K | RSTD | BALANCE | | 876,700 | | | | | 876,700 |
| 2670K | RSTD | CURREC | | 54,672,400 | 2,000,000 | | | | 56,672,400 |
| 3670K | RSTD | NONREV | | (371,900) | | | | | (371,900) |
| | | | | (55,177,200) | (2,000,000) | 0 | 0 | 0 | (57,177,200) |

Ready BudExec Apr 20 8:58 AM

BRASS: Operating Budget Execution

Step 5: At the top-center of the form there is a field that displays “Net Cost.” This is a drop down box with several choices. The choices control how the column totals in a form are displayed. Since all lines or objects entered in the Quarterly Revision form are revenue lines/objects, then the “red” lines at the bottom of the form should add to the total of the four lines:

Balance Forward, Current Receipts, Non-Revenue Receipts, and Fund Transfers. This will be very helpful in viewing totals directly from the form. Click on the drop down arrow in that box. Select “Sum Rev”. Notice how this changed the column totals from negative to positive.

Step 6: Click the “Apply” button.

Step 7: We are now ready to enter the revisions in the form. You will always enter the **Amount of Change** to the Enacted column amount. In the First Quarter column, you need to increase the Current Receipts by \$2,000,000 because the Parks Appropriation Unit receipts for the 2100-Parks Fund in the last year were growing faster than estimated (due to all the new renovation work) and you are requesting to increase your Appropriations and Allotments by \$2,000,000. Enter \$2,000,000 in the Current Receipts line for the 1st Quarter.

Step 8: Click the “Apply” button. After clicking the “Apply” or “Save” button, you will be prompted for a Reason for Change.

Type in an explanation for why the number was changed, Click “OK”, and continue working.

Quarterly Revision Form “Inside of the Form”

Budget Execution Training

File BRASS AA Objects Security Utilities Window Help

Quarterly Revision: 10 - Parks - Restricted Fund

Insert Delete Move Audit Net Cost Apply Save Cancel

General

| Seq | Program | Fund | Object | Enacted | Qtr 1 Mod | Qtr 2 Mod | Qtr 3 Mod | Qtr 4 Mod | Y1TOTAG |
|-----|---------|------|---------|--------------|-------------|-----------|-----------|-----------|--------------|
| 1 | 670K | RSTD | BALANCE | 876,700 | | 50,000 | | | 926,700 |
| 2 | 670K | RSTD | CURREC | 54,672,400 | 2,000,000 | | | | 56,672,400 |
| 3 | 670K | RSTD | NONREV | (371,900) | | | | | (371,900) |
| | | | | (55,177,200) | (2,000,000) | (50,000) | 0 | 0 | (57,227,200) |

Ready BudExec Apr 20 8:58 AM

Now it is mid-September and you need to increase the receipt estimate of this Appropriation Program/Fund combination, along with Appropriation and Allotment Modifications. This change is to update the Balance Forward estimate to the actual amount that was forwarded into the fiscal year. The actual Balance forward was \$926,700.

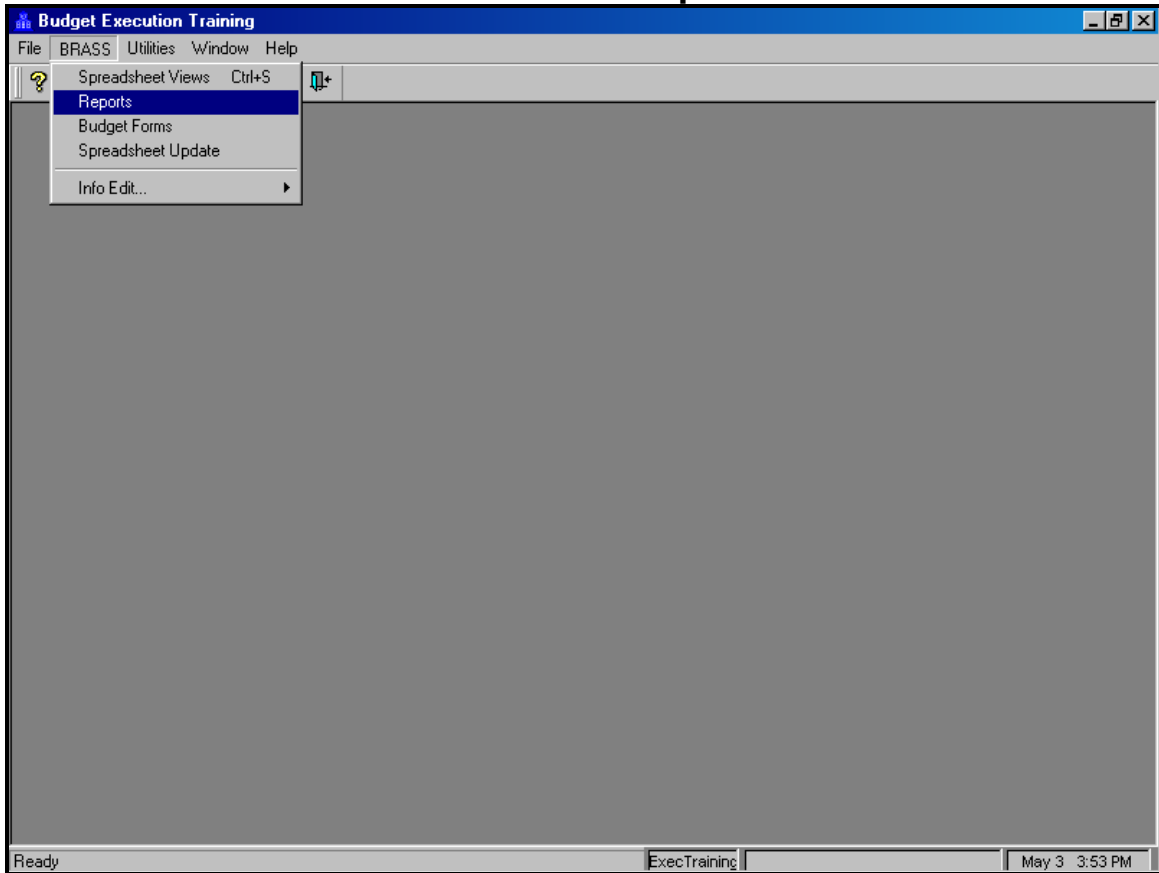
Step 9: Enter \$50,000 in the 2nd Quarter column for BALANCE. Remember, this amount is the amount of change to the enacted column values.

Notice the Display column at the right end of the form changes to reflect the amounts you have entered.

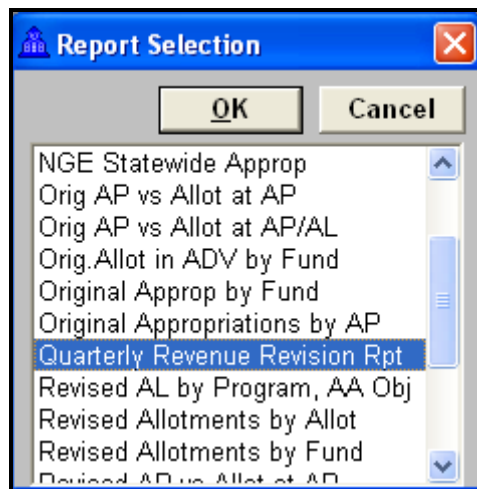
Step 10: Click the “Save” button. You will be prompted for a Reason for Change. Type in your reason for change, hit “OK”, and the form will close.

Note: You only have to create lines applicable to your agency for the Quarterly Revision form. In this example, there are not any Fund Transfers, therefore, we did not insert a line for this object.

BRASS Menu Option



Report Selection Window



Quarterly Revenue Revision Report

Now, let's complete the steps to access the **BRASS** Report, Quarterly Revenue Revision.

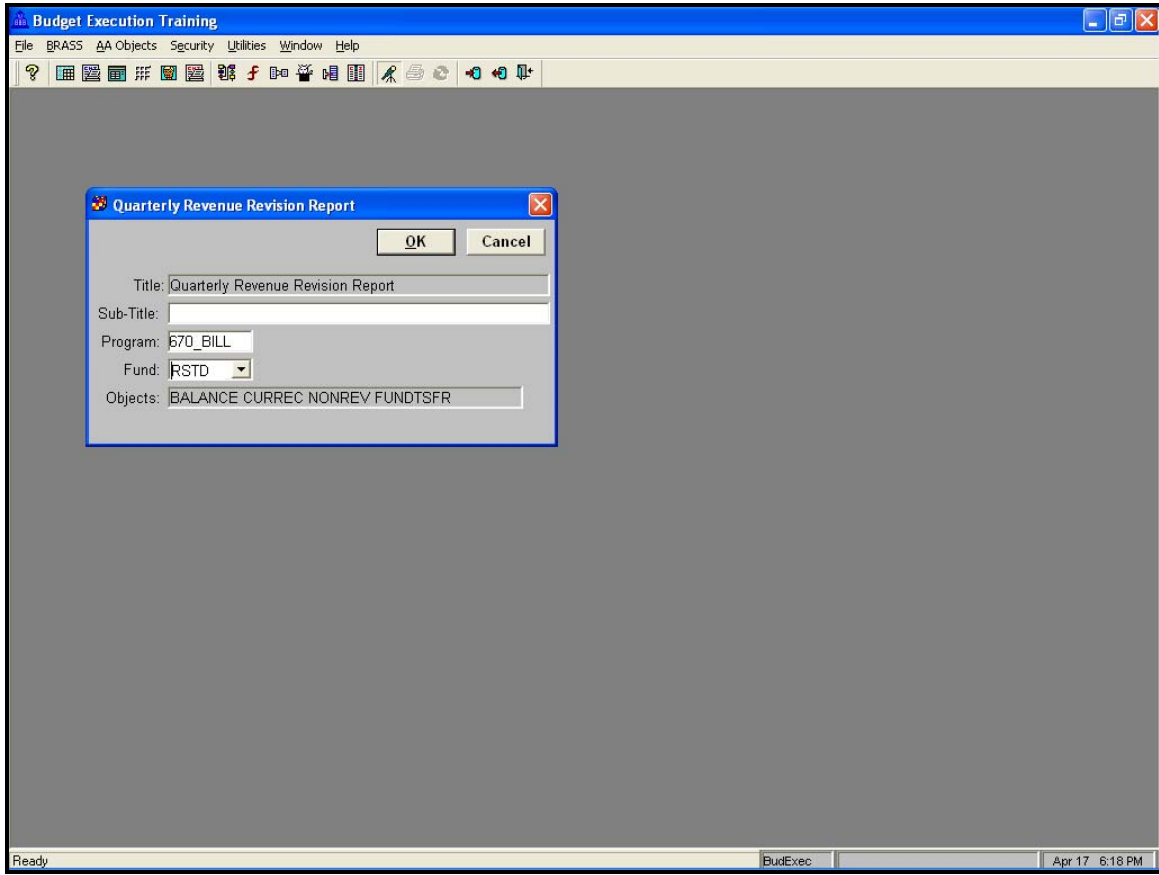
Step 1: On the **Menu Bar** -- Select **BRASS**

Step 2: Select **Reports**

A list should appear that contains several available reports. A complete listing of the reports is available in the Appendix. Included is a description of the report and a sample.

Step 3: Select **Quarterly Revenue Revision Rpt** and Click **OK**

Quarterly Revenue Revision “Outside the Report” Window



An “Outside the Report” dialog box for the Quarterly Revenue Revision Report is now open. There are several protected fields that you cannot edit. The information for these fields is inferred from your Form. These fields are Title and Objects. Let’s populate the non-protected fields to select the report.

Step 1: *Sub-Title* field. This field will appear on the report under the pre-defined Report Title. This is an optional field.

Step 2: *Program* field. Click the down arrow and select the Program used in creating the Quarterly Revision Form. This will be the Appropriations Bill level and will be identified by the “_BILL” at the end of the program code.

Step 3: *Fund* field. Click the down arrow and select the Appropriation Fund used in creating the Quarterly Revision Form. Remember that the Appropriation Fund is an alphabetic fund.

Step 4: Click **OK**

Quarterly Revenue Revision Report

| Commonwealth of Kentucky Quarterly Revenue Revision Report | | | | | | |
|---|--------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|--------------------------------------|
| | Enacted Revenue FY 06-07 | Revenue Qtr 1 Revision FY 06-07 | Revenue Qtr 2 Revision FY 06-07 | Revenue Qtr 3 Revision FY 06-07 | Revenue Qtr 4 Revision FY 06-07 | Revenue Total Revised FY 06-07 |
| 670K - Parks | | | | | | |
| <i>RSTD - Restricted Funds</i> | | | | | | |
| BALANCE - Beginning Balance | 876,700 | 0 | 50,000 | 0 | 0 | 926,700 |
| CURREC - Current Receipts | 54,672,400 | 2,000,000 | 0 | 0 | 0 | 56,672,400 |
| NONREV - Non-Revenue | (371,900) | 0 | 0 | 0 | 0 | (371,900) |
| <i>RSTD - Restricted Funds</i> | 56,177,200 | 2,000,000 | 50,000 | 0 | 0 | 57,227,200 |
| 670K - Parks | 55,177,200 | 2,000,000 | 50,000 | 0 | 0 | 57,227,200 |
| Grand Total | 55,177,200 | 2,000,000 | 50,000 | 0 | 0 | 57,227,200 |

4/17/2006

Page 1 of 1

Form: d:\general\ss3\ss3

Ready

BudExec

Apr 17 6:22 PM

A report of your Quarterly Revenue Revision should now be visible. You will need to include a copy of this report when requesting an appropriation modification for a Federal or Restricted fund account.

Step 5: On the **Menu Bar** - - Select **File**

Step 6: Select **Print**

Step 7: Adjust the margins if necessary and make sure that the paper orientation is landscape. Print the report.

Submission of the Quarterly Revision Form

Since there will be only one Stage for this form, as we discussed earlier, agencies will need to internally determine its process for completing a form prior to communicating to GOPM that it is ready to be submitted. This will all occur in Stage1 so the “submission” of the Quarterly Revision form will all be manual procedures involving the communication to GOPM that the form is ready to be reviewed by them.

At that point, GOPM analyst will access the form online, **BUT WILL NOT ADVANCE IT TO ANY NEXT STAGE.** Following GOPM review, if there are any changes that need to be made to this form, then GOPM will communicate that to the agency, and the agency will re-open the form to enter those changes, and communicate back to GOPM that the form has been revised and is ready for submission.



In this topic you learned about:

- The Quarterly Federal/Restricted Fund estimate process;
- The Restricted Fund and Federal Fund structure;
- The Quarterly Revision form in **BRASS**;
- The Quarterly Revision report; and,
- The Quarterly Revision form submission and review process.



Are there any questions about Quarterly Federal Fund/Restricted Fund Revisions?

Topic 6: ADVANTAGE Financial

This topic provides information about selected ADVANTAGE Financial screens. It is not intended to take the place of any eMARS training.

By the end of this topic, you will be able to:

- Describe the SAS-14 process,
- Describe how the **BRASS** Program field and the eMARS Function Group and eMARS Function Type are related, and
- Read and use the eMARS Budget Inquiry screens.

SAS-14 Account Maintenance Form

The SAS-14, Account Maintenance Form, is used to Establish, Inactivate or Change an Allotment, Function, Operating Fund (cash control) or Capital Project. The form is split into two distinct sections: FUNCTION and FUND. The Function area should only be completed when dealing with an Allotment account or Function code. The Fund area will be completed when dealing with an Operating Fund (cash control) or Capital Project. Drop down lists have been provided for the Fiscal Year, Department, Function Group and Fund Type fields. The instructions for completing the form are slightly different when dealing with Operating Accounts vs Capital Projects. Completing the form for Capital Projects will be covered in the Capital and Revenue Budget course material.

The SAS-14 form and instructions can be found on the eMARS website at:

<http://finance.ky.gov/internal/eMARS/forms/>.

BRASS: Operating Budget Execution

SAS-14
05/07

Commonwealth of Kentucky ACCOUNT MAINTENANCE FORM

Date: 2/4/2008

- ☐ Establish
☐ Inactivate
☐ Change

Reason for Change:

FY:

DEPT:

FUNCTION

ALLOTMENT (FUNCTION TYPE)

| Function Group (AP) | Function Type (AL) | Function Type Name (AL) |
|----------------------|----------------------|-------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

☐ Override Allotment

From:

To:

Provide justification for allotment override:

FUNCTION

| Function Group (AP) | Function Type (AL) | Function | Function Name |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

FUND

FUND

| Fund Type | Fund | Fund Name |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

For Restricted Funds Only -

Is the Fund: ☐ On Budget Enter the Allotment (Function Type) this Fund is to be expended from:
☐ Off Budget

For Capital Projects Only -

If the Capital Project is funded from Bond Proceeds are the Bonds:

☐ General Fund Supported ☐ Agency Bonds ☒ Not Funded from Bond Proceeds

Is the Capital Project funded from an existing Bond Pool? If Yes, enter the Fund Code:

☐ Does this Fund Accrue Interest Income? If yes, state the legal authority for the accrual of interest income.

Legal Authority:

Enter the account information where the interest income should post:

| Fund | Dept | Unit | Function | Sub-Function | Activity | Sub-Activity | Program |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

| Program Period | Location | Task | Sub-Task | Task-Order | Reporting Code | Sub-Reporting Code | Dept Revenue Source |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

☐ Override Cash

From:

To:

Provide justification for cash override:

Spending

- ☐ Require Sub-Function
☐ Require Activity
☐ Require Sub-Activity

Revenue

- ☐ Require Sub-Function
☐ Require Activity
☐ Require Sub-Activity

Agency Contact

Governor's Office for Policy and Management

FINANCE
USE ONLY

| Fund Class | Fund Category | Fund Type | Fund Group | CAFR Fund Type | Investment Pool | Template ID |
|----------------------|---------------|-----------|------------|----------------|-----------------|----------------------|
| <input type="text"/> | #N/A | 0 | 0 | #N/A | #N/A | <input type="text"/> |

Operating Accounts**REQUIRED ELEMENTS:**

- **Establish** – Requesting a new Allotment, Function, Operating Fund (cash control)
- **Inactivate** – Requesting to inactivate an existing Allotment, Function, Operating Fund (cash control)
- **Change** – Requesting to change an account element (e.g. overrides, interest income posting). Any requests for changes must have a corresponding explanation in the **Reason for Change** box.
- **FY** – Select the fiscal year from the drop down list.
- **Dept** – Select the department requesting this account from the drop down list.

FUNCTION AREA:

- **ALLOTMENT (FUNCTION TYPE)** - Complete this section when requesting to establish, inactivate or override an Allotment account.
 - Select the Function Group (AP) from the drop down list.
 - Enter the Function Type (AL) being requested.
 - Select the Fund Type (AL) for the Allotment Account from the drop down list.
 - Enter the name of the Allotment Account.
- **Override Allotment** - If requesting an Allotment override, select this check box. The From/To dates must be completed as well as the justification for the override. The end date of an override cannot exceed the end of the current fiscal year.
- **FUNCTION** – Complete this section when requesting to establish or inactivate a Function code.
 - Select the Function Group (AP) from the drop down list.
 - Enter the Function Type (AL) for the requested Function.
 - Select the Fund Type (AL) for the Function from the drop down list.
 - Enter the Function being requested.
 - Enter the Function Name.

FUND AREA:

- **FUND** – Complete this section when requesting to establish, inactivate or change an Operating Fund.
 - Select the Fund Type from the drop down list.
 - To inactivate or change an existing Fund, enter the Fund. To request a new Fund, leave the Fund field blank. This Fund code will be assigned by Statewide Accounting Services.
 - Enter the Fund Name.
- **For Restricted Funds Only** – Select whether the restricted fund is on-budget or off-budget. For on-budget restricted funds, enter the Allotment (Function Type) in which the Fund will be expended from.
- **For Capital Projects Only** – Leave Blank.
- **Fund accrues interest income** – If this fund accrues interest income, check this box. The legal authority for the accrual of interest income as well as the account information where the interest income should post must be completed. (e.g. KRS 94A.220, 101 KAR 3:10) **Fund, Dept, Unit and Function** is required except where the interest is posting to the new fund. In this case, leave the Fund blank and it will be completed by Statewide Accounting Services. All remaining fields are discretionary.
- **Override Cash** – If requesting a cash override on a fund, check this box. Justification and the From/To dates for the override must be completed. The end date of a cash override cannot exceed the end of the current fiscal year.
- **Spending and Revenue** – Departments can require Sub-Function, Activity, and Sub-Activity at the fund and department level for both spending and revenue. Check the appropriate boxes based on the departments needs.

BRASS: Operating Budget Execution

SAS-14
05/07

Commonwealth of Kentucky ACCOUNT MAINTENANCE FORM

Date: 2/4/2008

- ☒ Establish
☐ Inactivate
☐ Change

Reason for Change:

FUND AND FUNCTION EXAMPLE

FY: 2008

DEPT: 520

FUNCTION

ALLOTMENT (FUNCTION TYPE)

| Function Group (AP) | Function Type (AL) | Function Type Name (AL) |
|---------------------|--------------------|-------------------------|
| | | |

☐ Override Allotment

From:

To:

Provide justification for allotment override:

FUNCTION

| Function Group (AP) | Function Type (AL) | Function | Function Name |
|---------------------|--------------------|----------|-------------------------|
| 520D | 520T | DFA0 | Forensic Investigations |

FUND

| Fund Type | Fund | Fund Name |
|-----------|------|------------------------------|
| 1300 | | Forensic Investigations Fund |

For Restricted Funds Only -

Is the Fund: ☒ On Budget Enter the Allotment (Function Type) this Fund is to be expended from: 520T
☐ Off Budget

For Capital Projects Only -

If the Capital Project is funded from Bond Proceeds are the Bonds:

☐ General Fund Supported ☐ Agency Bonds ☒ Not Funded from Bond Proceeds

Is the Capital Project funded from an existing Bond Pool? If Yes, enter the Fund Code:

☐ Does this Fund Accrue Interest Income? If yes, state the legal authority for the accrual of interest income.

Legal Authority:

Enter the account information where the interest income should post:

| Fund | Dept | Unit | Function | Sub-Function | Activity | Sub-Activity | Program |
|------|------|------|----------|--------------|----------|--------------|---------|
| | | | | | | | |

| Program Period | Location | Task | Sub-Task | Task-Order | Reporting Code | Sub-Reporting Code | Dept Revenue Source |
|----------------|----------|------|----------|------------|----------------|--------------------|---------------------|
| | | | | | | | |

☐ Override Cash

From:

To:

Provide justification for cash override:

Spending

- ☐ Require Sub-Function
☐ Require Activity
☐ Require Sub-Activity

Revenue

- ☐ Require Sub-Function
☐ Require Activity
☐ Require Sub-Activity

FUND

Agency Contact

Governor's Office for Policy and Management

FINANCE
USE ONLY

| Fund Class | Fund Category | Fund Type | Fund Group | CAFR Fund Type | Investment Pool | Template ID |
|------------|---------------|-----------|------------|----------------|-----------------|-------------|
| | SREV | 1300 | 520T | RSTD | INT | |

BRASS: Operating Budget Execution

Completed SAS-14's should be emailed to the Budget and Policy Analyst assigned to your agency. Once approved, it will be submitted to Statewide Accounting Services for processing. If requesting a new "Fund", Statewide Accounting Services will provide the Fund code that has been assigned to the Fund request back to the Department.

eMARS Function Group, Function Type and Function

The **BRASS** program codes used for the Appropriation and Allotment accounts are the same codes used in eMARS for the Function Group and Function Type.

Let's look at the eMARS Function Group table:

Step 1: From the Home page in eMARS, select Page Search.

Step 2: In the Description field, enter "FUNCTION*".

Welcome, Rachelle Wilkins [Procurement](#) [Budget](#)

UAT Environment - FIN

- ▶ **Message Center**
- ▼ **Search**
 - Page Search
 - Document Catalog
 - infoAdvantage
- ▶ **History**
- ▶ **Favorites**
- ▶ **Administration**

Page Search

Category :

Page Type :

Description :

Page Code :

[Browse](#) [Clear](#)

| | Description | Page Code |
|---|-----------------------------------|-----------|
| ✓ | Function Category | FNCAT |
| | Function Class | FNCLS |
| | Function Group | FNGRP |
| | Function Type | FNTYP |
| | Function | FUNC |

[First](#) [Prev](#) [Next](#) [Last](#) [Open With Data](#)

BRASS: Operating Budget Execution

Step 3: Select Function Group from the list.

The screenshot shows the BRASS application interface. On the left is a navigation menu with options: UAT Environment - FIN, Message Center, Search (with sub-links: Page Search, Document Catalog, InfoAdvantage), History, Favorites, and Administration. The main content area is titled 'Function Group' and contains a table with the following data:

| Function Group | Name | Active | Effective From | Effective To |
|----------------|-------------------------------|--------|----------------|--------------|
| ✓ 005A | General Assembly | Yes | | |
| 010A | Lrc-Educ Planning Comm | Yes | | |
| 020C | Judicial Form Retirement Sys | Yes | | |
| 0256 | Local Facility Support | Yes | | |
| 0258 | Court Fac Use Allow Cont Fund | Yes | | |

Below the table are navigation links: First, Prev, Next, Last. Below that is a search bar with 'Save', 'Undo', 'Delete', 'Insert', 'Copy', 'Paste', and 'Search' buttons. The form below the search bar contains the following fields:

- *Function Group: 005A
- *Name: General Assembly
- *Short Name: 005A
- Contact Code: [empty]
- Effective From: [empty]
- Effective To: [empty]
- Active: ☒
- Budgeting: ☒
- Description: [empty text area]

The Function Group table will open and allow you to view or search for a particular Appropriation (Function Group) code.

Step 4: Click on the Search link and the Search box will open.

This screenshot is similar to the previous one, but with a search dialog box open over the table. The dialog box is titled 'Search - Microsoft Internet Explo...' and contains the following fields:

- Function Group: [empty]
- Name: [empty]
- Buttons: Ok, Clear, Cancel

The background table and form are partially obscured by the dialog box.

BRASS: Operating Budget Execution

From the search box, you can search either by the Function Group (Appropriation) code or by the name. You can use wildcard (*) searches as well. Let's look for the Department of Parks Appropriation code.

Step 5: Enter ***Parks*** in the Name field and click Ok.

The screenshot shows the BRASS application interface. On the left is a navigation menu with options: UAT Environment - FIN, Message Center, Search (selected), Page Search, Document Catalog, InfoAdvantage, History, Favorites, and Administration. The main area is titled 'Function Group' and contains a table with the following data:

| Function Group | Name | Active | Effective From | Effective To |
|----------------|-------|--------|----------------|--------------|
| ✓ 670K | Parks | Yes | | |

Below the table are navigation links: First, Prev, Next, Last. Below that is a toolbar with Save, Undo, Delete, Insert, Copy, Paste, and Search. The search form contains the following fields:

- *Function Group: 670K
- *Name: Parks
- *Short Name: 670K
- Contact Code: (empty)
- Effective From: (calendar icon)
- Effective To: (calendar icon)
- Active: ☒
- Budgeting: ☒
- Description: (text area)

The Function Group for the Department of Parks is displayed.

Now let's look at the Function Type table:

Step 1: From the Home page in eMARS, select Page Search.

Step 2: In the Description field, enter "FUNCTION*".

Welcome, Rachelle Wilkins [Procurement](#) [Budget](#)

UAT Environment - FIN

- ▶ Message Center
- ▼ Search
 - Page Search
 - Document Catalog
 - infoAdvantage
- ▶ History
- ▶ Favorites
- ▶ Administration

Page Search

Category :

Page Type :

Description :

Page Code :

[Browse](#) [Clear](#)

| | Description | Page Code |
|---|-----------------------------------|-----------|
| ✓ | Function Category | FNCA |
| | Function Class | FNCLS |
| | Function Group | FNGRP |
| | Function Type | FNTYP |
| | Function | FUNC |

First Prev Next Last [Open With Data](#)

BRASS: Operating Budget Execution

Step 3: Select Function Type from the list.

The screenshot shows the 'Function Type' table with the following data:

| Fiscal Year | Function Type | Name | Active | Effective From | Effective To |
|-------------|---------------|--------------------------------|--------|----------------|--------------|
| 2006 | 005B | G.A.-Regular Sessions | Yes | | |
| 2006 | 005C | G.A.-Ky Legislative Ethics Com | Yes | | |
| 2006 | 005D | G.A.-Ky Long Term Policy Res | Yes | | |
| 2006 | 010B | Legislative Research Comm | Yes | | |
| 2006 | 010C | Lrc - Administrative | Yes | | |

Below the table is a search form with the following fields:

- *Fiscal Year: 2006
- *Function Type: 005B
- *Name: G.A.-Regular Sessions
- *Short Name: 005B
- Contact Code: (empty)
- Effective From: (calendar icon)
- Effective To: (calendar icon)
- Active: ☒
- Budgeting: ☒
- Description: (text area)

The Function Type table will open and allow you to view or search for a particular Allotment (Function Type) code.

Step 4: Select the Search link and the Search box will open.

The screenshot shows the 'Function Type' table with the same data as in Step 3. A search dialog box is open over the table, containing the following fields:

- Fiscal Year: (empty)
- Function Type: (empty)
- Name: (empty)
- Ok Clear Cancel

BRASS: Operating Budget Execution

From the search box, you can search either by the Fiscal Year, Function Type (Allotment) code or by the name. You can use wildcard (*) searches as well. Let's look for the Allotment code for Resort Parks.

Step 5: Enter **2006** in the Fiscal Year field and **670*** in the Function Type field and click Ok.

Welcome, Rachelle Wilkins

Procurement Budget Accounts Receivable Accounts Payable Cost Accounting

UAT Environment - FIN

Message Center

Search

Page Search

Document Catalog

InfoAdvantage

History

Favorites

Administration

Function Type

Menu Quick Search

| Fiscal Year | Function Type | Name | Active | Effective From | Effective To |
|-------------|---------------|-----------------------------|--------|----------------|--------------|
| ✓ 2006 | 670A | General Admin & Support | Yes | | |
| 2006 | 670B | Resort Parks | Yes | | |
| 2006 | 670C | Recr Parks & Historic Sites | Yes | | |
| 2006 | 670D | Cafeterias | Yes | | |
| 2006 | 670E | Parks - Debt Service | Yes | | |

First Prev Next Last

Save Undo Delete Insert Copy Paste Search

*Fiscal Year: 2006

*Function Type: 670A

*Name: General Admin & Support

*Short Name: 670A

Contact Code:

Effective From:

Effective To:

Active: ☒

Budgeting: ☒

Description:

A list of all the Function Types (Allotments) that begin with 670 in fiscal year 2006 are displayed. As you can see from the list the Function Type for Resort Parks is 670B.

BRASS: Operating Budget Execution

Step 6: Select the record for Resort Parks.

Welcome, Rachelle Wilkins [Procurement](#) [Budget](#) [Accounts Receivable](#) [Accounts Payable](#) [Cost Accounting](#)

UAT Environment - FIN

- Message Center
- Search
 - Page Search
 - Document Catalog
 - InfoAdvantage
- History
- Favorites
- Administration

Function Type

[Menu](#) [Quick Search](#)

| Fiscal Year | Function Type | Name | Active | Effective From | Effective To |
|-------------|---------------|-----------------------------|--------|----------------|--------------|
| 2006 | 670A | General Admin & Support | Yes | | |
| ✓ 2006 | 670B | Resort Parks | Yes | | |
| 2006 | 670C | Recr Parks & Historic Sites | Yes | | |
| 2006 | 670D | Cafeterias | Yes | | |
| 2006 | 670E | Parks - Debt Service | Yes | | |

[First](#) [Prev](#) [Next](#) [Last](#)

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

*Fiscal Year : [>](#) Effective From : [Calendar](#)

*Function Type : Effective To : [Calendar](#)

*Name : Active : ☒

*Short Name : Budgeting : ☒

Contact Code : [>](#) Description :

BRASS: Operating Budget Execution

The Function Group (Appropriation) and Function Type (Allotment) are associated to the Function code on the Function table.

Let's look at the Function table:

Step 1: From the Home page in eMARS, select Page Search.

Step 2: In the Description field, enter "FUNCTION*".

Welcome, Rachelle Wilkins [Procurement](#) [Budget](#)

UAT Environment - FIN

- ▶ **Message Center**
- ▼ **Search**
 - Page Search
 - Document Catalog
 - infoAdvantage
- ▶ **History**
- ▶ **Favorites**
- ▶ **Administration**

Page Search

Category :

Page Type :

Description :

Page Code :

[Browse](#) [Clear](#)

| | Description | Page Code |
|---|-----------------------------------|-----------|
| ✓ | Function Category | FN CAT |
| | Function Class | FNCLS |
| | Function Group | FN GRP |
| | Function Type | FN TYP |
| | Function | FUNC |

First Prev Next Last [Open With Data](#)

Step 3: Select Function from the list.

The screenshot shows the AMS Advantage web application interface. The top header includes the user name 'Welcome, Rachelle Wilkins' and navigation links: Home, Personalize, Help, Accessibility, and Logout. The main content area is titled 'Function' and displays a table of functions. The table has columns for Fiscal Year, Department, Function, Name, Active, Effective From, and Effective To. The first row is highlighted in yellow.

| Fiscal Year | Department | Function | Name | Active | Effective From | Effective To |
|-------------|------------|----------|-----------------------------|--------|----------------|--------------|
| 2006 | 005 | AAA0 | Gen Assembly-Regular Sessi | Yes | | |
| 2006 | 005 | AAB0 | Gen Assembly-Monthly Expen | Yes | | |
| 2006 | 005 | AAC0 | Gen Assembly-Interim Commi | Yes | | |
| 2006 | 005 | AAJ0 | Gen Assembly-Seasonal Salar | Yes | | |
| 2006 | 005 | AAT0 | Gen Assembly Trans | Yes | | |

Below the table, there are links for 'First', 'Prev', 'Next', and 'Last'. A 'Menu Quick Search' link is also present. Below the table, there is a 'General Information' section with fields for Fiscal Year, Department, Function, Name, Short Name, Contact Code, Effective From, Effective To, Active, and Budgeting. The 'Rollups' section contains fields for Function Class, Function Category, Function Type, and Function Group.

The Function table will open and allow you to view or search for a particular Function code and its associated Appropriation (Function Group) and Allotment (Function Type) codes. The Appropriation (Function Group) and Allotment (Function Type) codes are displayed in the Rollups section.

Step 4: Select the Search link and the Search box will open.

The screenshot displays the AMS Advantage web application interface. On the left is a navigation menu with options like Message Center, Search, History, Favorites, and Administration. The main content area is titled 'Function' and features a search dialog box. The dialog box has input fields for Fiscal Year, Department, Function, and Name, along with 'Ok', 'Clear', and 'Cancel' buttons. In the background, a table lists functions with columns for Fiscal Year, Department, Function, Name, Active status, and Effective dates. Below the table, there are fields for detailed function information, including Function Class, Category, Type, Group, and a description.

| Fiscal Year | Department | Function | Name | Active | Effective From | Effective To |
|-------------|------------|----------|----------------------------|--------|----------------|--------------|
| 2006 | 005 | AAA0 | Gen Assembly-Regular Sessi | Yes | | |
| | | | Monthly Expen | Yes | | |
| | | | erim Commi | Yes | | |
| | | | asonal Salar | Yes | | |
| | | | ans | Yes | | |

Function Details:

- *Function: AAA0
- *Name: Gen Assembly-Regular
- *Short Name: Uat Function
- Contact Code: [Field]
- Active: ☒
- Budgeting: ☒
- Description: [Text Area]

Rollups:

- Function Class: [Field]
- Function Category: [Field]
- Function Type: 005B
- Function Group: 005A

From the search box, you can search either by the Fiscal Year, Department, Function code or by the name. You can use wildcard (*) searches as well. Let's look for the Function codes in Department 670.

BRASS: Operating Budget Execution

Step 5: Enter **2006** in the Fiscal Year field and **670** in the Department field and click Ok.

The screenshot shows the AMS Advantage web application interface. The top navigation bar includes links for Home, Personalize, Help, Accessibility, and Logout. The left sidebar contains a menu with options like UAT Environment - FIN, Message Center, Search, Page Search, Document Catalog, Info Advantage, History, Favorites, and Administration. The main content area displays a table of Function codes for Fiscal Year 2006 and Department 670. Below the table is a form for General Information and Rollups.

| Fiscal Year | Department | Function | Name | Active | Effective From | Effective To |
|-------------|------------|----------|--------------------------------|--------|----------------|--------------|
| 2006 | 670 | CA00 | Parks-Gen Adm & Support | Yes | | |
| 2006 | 670 | CB00 | Parks-Resort Parks | Yes | | |
| 2006 | 670 | CBA0 | Parks-Res Pks-Arts Coun. Grant | Yes | | |
| 2006 | 670 | CBB0 | Parks-Res Pks Supp. Empl Grant | Yes | | |
| 2006 | 670 | CC00 | Parks-Rec. Parks & Hist. Sites | Yes | | |

General Information

*Fiscal Year: 2006 Effective From:
*Department: 670 Effective To:
*Function: CA00 Active: ☒
*Name: Parks-Gen Adm & Support Budgeting: ☒
*Short Name: Uat Function Description:
Contact Code:

Rollups

Function Class:
Function Category:
Function Type: 670A
Function Group: 670K

A list of all the Function codes in Fiscal Year 2006 for Department 670 are shown. In the Rollups section you will be able to see which Function Type (Allotment) and Function Group (Appropriation) the Function code rolls up to.

Budget Inquiries

Four inquiry pages are available in eMARS to break down the budget balances and look into the individual transactions that make them up. They are:

- Appropriation (BQ3LV1)
- Allotment Program (BQ3LV2)
- Allotment (link on the Allotment Program BQ3LV2 page)
- Object Allotments (BQ3LV3)

These inquiry pages can be reached through the Budget workspace from the Home page in eMARS.

Budget inquiry pages have links at the bottom of a page which allow the following:

- **Previous Level** displays the previous level of the budget structure.
- **Next Level** displays the next level of the budget structure
- **Allotments** displays the quarterly allotments. This link is only available on the Allotment Program (BQ3LV2) page.
- **Appropriation Summary** opens the Appropriation Summary (ESUM3L1) page.
- **Allotment Program Summary** opens the Allotment Program Summary (ESUM3L2) page.
- **Object Summary** opens the Object Summary (ESUM3L3) page.

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BRASS: Operating Budget Execution

Appropriation (BQ3LV1) Inquiry Page

AMS ADVANTAGE

Welcome, Jenny Cox

Procurement Budget Accounts Receivable Accounts Payable Cost Accounting

Budget

Save Restart Save All C

Operating Budgets

Inquiries

✓ Appropriation Inquiry (BQ3LV1)

Allotment Inquiry (BQ3LV2)

Object Allotment Inquiry (E)

Appropriation Summary (E)

Allotment Summary (ESUM)

Object Allotment Summary

Cash Balances (CBALSO)

Capital Budgets

Management Budgets

Home Personalize Help Accessibility Logout

Menu Quick Search

| BFY | CAFR Fund Type | Cabinet | Function Group | Current Budget | Encumbered | Actual Expenses | Unobligated |
|--------|----------------|---------|----------------|-----------------|------------|-----------------|-----------------|
| ✓ 2006 | GNRL | 31 | 030A | \$28,850,900.00 | \$0.00 | \$0.00 | \$28,850,900.00 |
| 2006 | GNRL | 31 | 030P | \$24,504,100.00 | \$0.00 | \$0.00 | \$24,504,100.00 |
| 2006 | GNRL | 31 | 035W | \$19,010,000.00 | \$0.00 | \$0.00 | \$19,010,000.00 |
| 2006 | GNRL | 31 | 040M | \$13,736,000.00 | \$0.00 | \$0.00 | \$13,736,000.00 |
| 2006 | GNRL | 31 | 045C | \$5,530,800.00 | \$0.00 | \$0.00 | \$5,530,800.00 |
| 2006 | GNRL | 31 | 066N | \$1,409,500.00 | \$0.00 | \$0.00 | \$1,409,500.00 |
| 2006 | GNRL | 31 | 074D | \$15,458,800.00 | \$0.00 | \$0.00 | \$15,458,800.00 |
| 2006 | GNRL | 31 | 082K | \$4,462,000.00 | \$0.00 | \$0.00 | \$4,462,000.00 |

First Prev Next Last

Search

▼Budget Actuals

Purchase Reservations : \$0.00

Uncommitted : \$28,850,900.00

Pre-Encumbered : \$0.00

Unobligated : \$28,850,900.00

Encumbered : \$0.00

Unexpended Cash : \$28,850,900.00

Accrued Expenses : \$0.00

Unexpended Accrued : \$28,850,900.00

Cash Expenses : \$0.00

Actual Expenses : \$0.00

▼Budgeted Amounts

Adopted : \$28,850,900.00

Budget Reserve : \$0.00

Allocated : \$0.00

Transfer Out : \$0.00

Amendments : \$0.00

Transfer In : \$0.00

Carry Forward : \$0.00

Original Budget : \$28,850,900.00

Reversions : \$0.00

Current Budget : \$28,850,900.00

Total Current LVL2 : \$28,850,900.00

Total Adopted LVL2 : \$28,850,900.00

▼General Information

BFY : 2006

Name : 030A

CAFR Fund Type : GNRL

Manager :

Cabinet : 31

Description :

Function Group : 030A

Active : ☒

House Bill Number :

Start Date : 07/01/2005

End Date : 06/30/2006

Top

Modified Budget Line Controls Next Level Appropriation Summary

The Appropriation Inquiry Page provides information for Appropriation balances. Some of the key fields are defined below:

Budget Actuals

- Accrued Expenses = expenditures where the payment has been authorized but payment has not been submitted to the vendor. (The payment request document has been completed but the check/EFT has not been generated.)
- Cash Expenses = expenditures where the payment has been authorized and submitted to the vendor. (The payment request document has been completed and the check/EFT has been generated.)
- Actual Expenses = Accrued Expenses + Cash Expenses
- Unobligated = Current Budget – Encumbered – Accrued Expenses – Cash Expenses
- Unexpended Accrued = Current Budget – Accrued Expenses – Cash Expenses

Budgeted Amounts

- Adopted = Appropriations included in the Appropriations Bills and any Special Legislation
- Amendments = any changes that occur after the enactment of the Appropriations Bills
- Current Budget = Adopted + Amendments
- Total Current LVL2 = sum of Allotments
- Total Adopted LVL2 = sum of Allotment amounts as enacted during the Allotment Request process

BRASS: Operating Budget Execution

Allotment Program (BQ3LV2) Inquiry Page

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Welcome, Jenny Cox

Procurement Budget Accounts Receivable Accounts Payable Cost Accounting

Budget

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Operating Budgets

Inquiries

✓ Appropriation Inquiry (BQ3LV2)

✓ Allotment Inquiry (BQ3LV2)

Object Allotment Inquiry (E)

Appropriation Summary (E)

Allotment Summary (ESLV2)

Object Allotment Summary

Cash Balances (CBALSO)

Capital Budgets

Management Budgets

Allotment Program

Menu Quick Search

| BFY | CAFR Fund Type | Cabinet | Function Group | Function Type | Fund Type | Current Budget | Encumbered | Actual Expenses | Unobligated |
|--------|----------------|---------|----------------|---------------|-----------|-----------------|------------|-----------------|-----------------|
| ✓ 2006 | FDRL | 39 | 7580 | 758C | 1200 | \$1,000,000.00 | \$0.00 | (\$160.00) | \$1,000,160.00 |
| 2006 | FDRL | 45 | 075X | 075A | 1200 | \$1,000,000.00 | \$0.00 | \$0.00 | \$1,000,000.00 |
| 2006 | FDRL | 53 | 728S | 728A | 1200 | \$1,000,000.00 | \$0.00 | \$0.00 | \$1,000,000.00 |
| 2006 | GNRL | 31 | 030A | 030B | 0100 | \$28,850,900.00 | \$0.00 | \$0.00 | \$28,850,900.00 |
| 2006 | GNRL | 31 | 030P | 030Q | 0100 | \$24,504,100.00 | \$0.00 | \$0.00 | \$24,504,100.00 |
| 2006 | GNRL | 31 | 035W | 035A | 0100 | \$3,668,500.00 | \$0.00 | \$0.00 | \$3,668,500.00 |
| 2006 | GNRL | 31 | 035W | 035D | 0100 | \$4,739,700.00 | \$0.00 | \$0.00 | \$4,739,700.00 |
| 2006 | GNRL | 31 | 035W | 035E | 0100 | \$3,239,500.00 | \$0.00 | \$0.00 | \$3,239,500.00 |

First Prev Next Last

Search

▼Budget Actuals

Purchase Reservations : \$0.00

Uncommitted : \$1,000,160.00

Pre-Encumbered : \$0.00

Unobligated : \$1,000,160.00

Encumbered : \$0.00

Unexpended Cash : \$1,000,160.00

Accrued Expenses : \$0.00

YTD Unexpended Accrued : \$750,160.00

Cash Expenses : (\$160.00)

Unexpended Accrued : \$1,000,160.00

Actual Expenses : (\$160.00)

▼Budgeted Amounts

Adopted : \$1,000,000.00

Budget Reserve : \$0.00

Allocated : \$0.00

Transfer Out : \$0.00

Amendments : \$0.00

Transfer In : \$0.00

Carry Forward : \$0.00

Original Budget : \$1,000,000.00

Reversions : \$0.00

Current Budget : \$1,000,000.00

Total Current LVL3 : \$0.00

Total Adopted LVL3 : \$0.00

Total Allotted : \$1,000,000.00

YTD Allotments : \$750,000.00

▼General Information

BFY : 2006

Name : 2006-FDRL-39-7580-758C

CAFR Fund Type : FDRL

Manager :

Cabinet : 39

Description :

Function Group : 7580

Active : ☒

Function Type : 758C

House Bill Number :

Fund Type : 1200

Start Date :

End Date :

Top

Modified Budget Line Controls Allotments Next Level Previous Level Allotment Program Summary

BudExec.6

04/17/08

Page 6 - 22

The Allotment Program Inquiry Page provides information for Allotment balances. Some of the key fields are defined below:

Budget Actuals

- Accrued Expenses = expenditures where the payment has been authorized but payment has not been submitted to the vendor. (The payment request document has been completed but the check/EFT has not been generated.)
- Cash Expenses = expenditures where the payment has been authorized and submitted to the vendor. (The payment request document has been completed and the check/EFT has been generated.)
- Actual Expenses = Accrued Expenses + Cash Expenses
- Unobligated = Current Budget – Encumbered – Accrued Expenses – Cash Expenses
- YTD Unexpended Accrued = YTD Allotments – Accrued Expenses – Cash Expenses
- Unexpended Accrued = Current Budget – Accrued Expenses – Cash Expenses

Budgeted Amounts

- Adopted = Appropriations included in the Appropriations Bills and any Special Legislation Appropriations
- Amendments = any changes that occur after the enactment of the Appropriations Bills
- Current Budget = Adopted + Amendments
- Total Current LVL3 = sum of the Object Type amounts
- Total Adopted LVL3 = sum of the Object Type amounts as enacted during the Allotment Request process
- Total Allotted = sum of the quarterly Allotments
- YTD Allotments = sum of the quarterly Allotments to date

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BRASS: Operating Budget Execution

Allotments Inquiry Page

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Budget

Save Restart Save All O

Operating Budgets

Inquiries

✓ Appropriation Inquiry (BQ)

✓ Allotment Inquiry (BQ3LY)

Object Allotment Inquiry (E

Appropriation Summary (E

Allotment Summary (ESU)

Object Allotment Summary

Cash Balances (CBALSO

Capital Budgets

Management Budgets

Allotments

Menu Quick Search

| BFY | CAFR Fund Type | Cabinet | Function Group | Function Type | Fund Type | Period | Current Budget | Encumbered | Actual Expenses | Unobligated |
|--------|----------------|---------|----------------|---------------|-----------|--------|----------------|------------|-----------------|----------------|
| ✓ 2006 | GNRL | 31 | 030A | 030B | 0100 | 1 | \$7,600,300.00 | \$0.00 | \$0.00 | \$7,600,300.00 |
| 2006 | GNRL | 31 | 030A | 030B | 0100 | 2 | \$7,175,300.00 | \$0.00 | \$0.00 | \$7,175,300.00 |
| 2006 | GNRL | 31 | 030A | 030B | 0100 | 3 | \$7,175,300.00 | \$0.00 | \$0.00 | \$7,175,300.00 |
| 2006 | GNRL | 31 | 030A | 030B | 0100 | 4 | \$6,900,000.00 | \$0.00 | \$0.00 | \$6,900,000.00 |

First Prev Next Last

Search

▼ Budget Actuals

Purchase Reservations : \$0.00

Uncommitted : \$7,600,300.00

Pre-Encumbered : \$0.00

Unobligated : \$7,600,300.00

Encumbered : \$0.00

Unexpended Cash : \$7,600,300.00

Accrued Expenses : \$0.00

Unexpended Accrued : \$7,600,300.00

Cash Expenses : \$0.00

Actual Expenses : \$0.00

▼ Budgeted Amounts

Adopted : \$7,600,300.00

Budget Reserve : \$0.00

Allocated : \$0.00

Transfer Out : \$0.00

Amendments : \$0.00

Transfer In : \$0.00

Carry Forward : \$0.00

Original Budget : \$7,600,300.00

Reversions : \$0.00

Current Budget : \$7,600,300.00

Top

[Modified Budget Line Controls](#) [Budget Structure 3 Level 2](#)

The Allotment Inquiry Page provides information for the quarterly Allotment balances. These balances are quarterly amounts only and do not reflect any Year-to-Date or annual amounts.

BRASS: Operating Budget Execution

Object (BQ3LV3) Inquiry Page

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[Procurement](#) [Budget](#) [Accounts Receivable](#) [Accounts Payable](#) [Cost Accounting](#)

Budget

Save Restart Save All O

Operating Budgets

Inquiries

✓ Appropriation Inquiry (BQ3LV3)

✓ Allotment Inquiry (BQ3LV3)

✓ Object Allotment Inquiry (BQ3LV3)

Appropriation Summary (ESUW)

Allotment Summary (ESUW)

Object Allotment Summary (ESUW)

Cash Balances (CBALSO)

Capital Budgets

Management Budgets

Object

Menu Quick Search

| BFY | CAFR Fund Type | Cabinet | Function Group | Function Type | Fund Type | Object Type | Current Budget | Encumbered | Actual Expenses | Unobligated |
|--------|----------------|---------|----------------|---------------|-----------|-------------|-----------------|------------|-----------------|-----------------|
| ✓ 2006 | GNRL | 31 | 030A | 030B | 0100 | 1 | \$25,027,000.00 | \$0.00 | \$0.00 | \$25,027,000.00 |
| 2006 | GNRL | 31 | 030A | 030B | 0100 | 3 | \$3,823,900.00 | \$0.00 | \$0.00 | \$3,823,900.00 |
| 2006 | GNRL | 31 | 030A | 030B | 0100 | 4 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 2006 | GNRL | 31 | 030A | 030B | 0100 | 5 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 2006 | GNRL | 31 | 030A | 030B | 0100 | 6 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 2006 | GNRL | 31 | 030A | 030B | 0100 | 7 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 2006 | GNRL | 31 | 030P | 030Q | 0100 | 1 | \$23,308,100.00 | \$0.00 | \$0.00 | \$23,308,100.00 |
| 2006 | GNRL | 31 | 030P | 030Q | 0100 | 3 | \$1,196,000.00 | \$0.00 | \$0.00 | \$1,196,000.00 |

First Prev Next Last

Search

▼ Budget Actuals

Purchase Reservations : \$0.00

Uncommitted : \$25,027,000.00

Pre-Encumbered : \$0.00

Unobligated : \$25,027,000.00

Encumbered : \$0.00

Unexpended Cash : \$25,027,000.00

Accrued Expenses : \$0.00

Unexpended Accrued : \$25,027,000.00

Cash Expenses : \$0.00

Actual Expenses : \$0.00

▼ Budgeted Amounts

Adopted : \$25,027,000.00

Budget Reserve : \$0.00

Allocated : \$0.00

Transfer Out : \$0.00

Amendments : \$0.00

Transfer In : \$0.00

Carry Forward : \$0.00

Original Budget : \$25,027,000.00

Reversions : \$0.00

Current Budget : \$25,027,000.00

▼ General Information

BFY : 2006

Name : 030B

CAFR Fund Type : GNRL

Manager :

Cabinet : 31

Description :

Function Group : 030A

Function Type : 030B

Fund Type : 0100

Object Type : 1

Active : ☒

House Bill Number :

Start Date : 07/01/2005

End Date : 06/30/2006

Top

Modified Budget Line Controls Previous Level Object Summary

The Object Inquiry Page provides information for the Object Type balances. These balances are by Object Type only.

Budget Actuals

- Accrued Expenses = expenditures where the payment has been authorized but payment has not been submitted to the vendor. (The payment request document has been completed but the check/EFT has not been generated.)
- Cash Expenses = expenditures where the payment has been authorized and submitted to the vendor. (The payment request document has been completed and the check/EFT has been generated.)
- Actual Expenses = Accrued Expenses + Cash Expenses
- Unobligated = Current Budget – Encumbered – Accrued Expenses – Cash Expenses
- Unexpended Accrued = Current Budget – Accrued Expenses – Cash Expenses

Budgeted Amounts

- Adopted = Appropriations included in the Appropriations Bills and any Special Legislation Appropriations
- Amendments = any changes that occur after the enactment of the Appropriations Bills
- Current Budget = Adopted + Amendments



In this topic, you learned about:

- ❑ SAS-14 Process
- ❑ eMARS Function Group, Function Type and Function screens, and
- ❑ eMARS Budget Inquiry screens.



Are there any questions about the SAS-14 or the eMARS screens??

BRASS Budget Execution Reports.xls

| REPORT TITLE | DESCRIPTION | PROGRAM |
|------------------------------|---|---|
| | | |
| Allotment Request by Fund | Displays the Allotment request as submitted by the agency with a total column. The report is sorted by fund source. All funds are displayed, no fund selection is allowed. | Select at 6C or higher. Can be selected at 7N. |
| Allotment Request by Program | Displays the Allotment request as submitted by the agency with a total column. The report is sorted by program code. All funds are displayed, no fund selection is allowed. | Select at 6C or higher. Can be selected at 7N. |
| Appropriation by Fund | Displays the original Appropriation amount and the Revised Appropriation amount. Sorted by fund. | Select 5C or higher. Can be selected at 6N. |
| Continuing Approp by Fund | Displays the Revised Appropriation amount for Continuing Appropriations (X002). Designed to display at the N level regardless of the program selected. Sorted by fund. | Must be selected at 5C or higher. Regardless of selection, will display 6N level. |
| NGE Statewide Approp | Displays the Revised Appropriation amount for Necessary Government Expense Appropriations (X005). Designed to be selected at the EXEC level and will display all N level appropriations. Sorted by program and then fund. | Designed to be selected at 2C. If selected at 2C will display 6N level. |
| Orig AP vs Allot at AP | Displays the Original Appropriation amount compared to the agency requested allotments. Sorted by program. All funds are displayed, no fund selection is allowed. | Must be selected at 5C or higher. |
| Orig AP vs Allot at AP/AL | Displays the Original Appropriation amount compared to the agency requested allotments. Sorted by program. All funds are displayed, no fund selection is allowed. | Must be selected at 5C or higher. |
| Orig.Allot in ADV by Fund | Displays the Original allotments by quarter as submitted to ADVANTAGE. Includes a total column. Sorted by fund. All funds are displayed, no fund selection is allowed. | Select at 6C or higher. Can be selected at 7N. |
| Original AP and AL in ADV | Displays the total column for the original Allotments as sent to ADVANTAGE and the Original Appropriations column. Sorted by fund. All funds are displayed, no fund selection is allowed. | Must be selected at 5C or higher. |
| Original Approp by Fund | Displays the original Appropriation as submitted to ADVANTAGE. Sorted by fund. | Must be selected at 6N or higher. |

4/17/2006

BRASS Budget Execution Reports.xls

| | | |
|--------------------------------|---|---|
| Original Appropriations by AP | Displays the original Appropriation as submitted to ADVANTAGE. Sorted by program. | Must be selected at 6N or higher. |
| Quarterly Revenue Revision Rpt | Displays the Enacted Revenue, four quarter columns and a revised total column. Sorted by program. | Must be selected at 6N or higher. |
| Revised Allotments by Allot | Displays the Revised Allotment columns by quarter as submitted to ADVANTAGE. Includes a total column. Sorted by program, fund and object type. All funds are included, no fund selection is allowed. | Select at 6C or higher. Can be selected at 7N. |
| Revised Allotments by Fund | Displays the Revised Allotment columns by quarter as submitted to ADVANTAGE. Includes a total column. Sorted by fund, program and object type. All funds are displayed, no fund selection is allowed. | Select at 6C or higher. Can be selected at 7N. |
| Revised Allotments by Obj Type | Displays the Revised Allotment columns by quarter as submitted to ADVANTAGE. Includes a total column. Sorted by program and object type. All funds are included, no fund selection is allowed. | Select at 6C or higher. Can be selected at 7N. |
| Rev AP vs Allot at AP | Displays the Revised Appropriation column and the Revised total Allotment column as submitted to ADVANTAGE. Sorted by program. | Must be selected at 5C or higher. |
| Rev AP vs Allot at AP/AL | Displays the Revised Appropriation column and the Revised total Allotment column as submitted to ADVANTAGE. Sorted by program. | Must be selected at 5C or higher. |
| Revised Approp by Fund | Displays the Revised Appropriation as submitted to ADVANTAGE. Sorted by program and fund. | Must be selected at 6N or higher. |
| Revised Tobacco Fd Allots. | Displays the Revised Allotment columns by quarter as submitted to ADVANTAGE. Includes a total column. Sorted by program, fund and allotment object. Only Tobacco Fund is displayed. | Select at 6C or higher. Can be selected at 7N. |
| Stwd Cont Appr and Allot | Displays the Revised Appropriation and Revised Allotment Total as submitted to ADVANTAGE. Sorted by program and fund. Only A002 and X002 AA-Objects are displayed. | Must be selected at 5C or higher. Regardless of selection, will display 6N level. |

4/17/2006

Commonwealth of Kentucky
Allotment Request by Fund

| | Allotment Qtr 1 Original FY 06-07 | Allotment Qtr 2 Original FY 06-07 | Allotment Qtr 3 Original FY 06-07 | Allotment Qtr 4 Original FY 06-07 | Unallotted Original FY 06-07 | Allotment Total Original FY 06-07 | Object Class Total Original FY 06-07 |
|--|---|---|---|---|------------------------------------|---|--|
| 0100 - General Fund | | | | | | | |
| 670A - General Administration and Support | | | | | | | |
| QUARTER - Quarter | 3,770,000 | 2,423,000 | 2,172,700 | 2,423,000 | 0 | 10,788,700 | 0 |
| 1 - Personnel | 0 | 0 | 0 | 0 | 0 | 0 | 8,311,700 |
| 3 - Operating Expenses | 0 | 0 | 0 | 0 | 0 | 0 | 2,477,000 |
| 670A - General Administration and Su | 3,770,000 | 2,423,000 | 2,172,700 | 2,423,000 | 0 | 10,788,700 | 10,788,700 |
| 670B - Resort Parks | | | | | | | |
| QUARTER - Quarter | 3,164,800 | 2,034,500 | 1,808,500 | 2,034,500 | 0 | 9,042,300 | 0 |
| 3 - Operating Expenses | 0 | 0 | 0 | 0 | 0 | 0 | 9,042,300 |
| 670B - Resort Parks | 3,164,800 | 2,034,500 | 1,808,500 | 2,034,500 | 0 | 9,042,300 | 9,042,300 |
| 670C - Recreation Parks and Historic Sites | | | | | | | |
| QUARTER - Quarter | 2,048,200 | 1,316,700 | 1,170,400 | 1,316,700 | 0 | 5,852,000 | 0 |
| 3 - Operating Expenses | 0 | 0 | 0 | 0 | 0 | 0 | 5,852,000 |
| 670C - Recreation Parks and Historic | 2,048,200 | 1,316,700 | 1,170,400 | 1,316,700 | 0 | 5,852,000 | 5,852,000 |
| 670D - Cafeterias | | | | | | | |
| QUARTER - Quarter | 123,300 | 79,200 | 70,500 | 79,300 | 0 | 352,300 | 0 |
| 3 - Operating Expenses | 0 | 0 | 0 | 0 | 0 | 0 | 352,300 |
| 670D - Cafeterias | 123,300 | 79,200 | 70,500 | 79,300 | 0 | 352,300 | 352,300 |
| 670E - Parks - Debt Service | | | | | | | |
| QUARTER - Quarter | 1,752,000 | 0 | 0 | 0 | 0 | 1,752,000 | 0 |
| 5 - Debt Service | 0 | 0 | 0 | 0 | 0 | 0 | 1,752,000 |
| 670E - Parks - Debt Service | 1,752,000 | 0 | 0 | 0 | 0 | 1,752,000 | 1,752,000 |
| 670G - Breaks Interstate Park | | | | | | | |
| QUARTER - Quarter | 50,000 | 50,000 | 50,000 | 41,100 | 0 | 191,100 | 0 |

Commonwealth of Kentucky
Allotment Request by Fund

| | Allotment Qtr 1 Original FY 06-07 | Allotment Qtr 2 Original FY 06-07 | Allotment Qtr 3 Original FY 06-07 | Allotment Qtr 4 Original FY 06-07 | Unallotted Original FY 06-07 | Allotment Total Original FY 06-07 | Object Class Total Original FY 06-07 |
|-------------------------------|---|---|---|---|------------------------------------|---|--|
| 0100 - General Fund | | | | | | | |
| 670G - Breaks Interstate Park | | | | | | | |
| 4 - Grants, Loans, Benefits | 0 | 0 | 0 | 0 | 0 | 0 | 191,100 |
| 670G - Breaks Interstate Park | 50,000 | 50,000 | 50,000 | 41,100 | 0 | 191,100 | 191,100 |
| 0100 - General Fund | 10,908,300 | 5,903,400 | 5,272,100 | 5,894,600 | 0 | 27,978,400 | 27,978,400 |

**Commonwealth of Kentucky
Allotment Request by Fund**

| | Allotment Qtr 1 Original FY 06-07 | Allotment Qtr 2 Original FY 06-07 | Allotment Qtr 3 Original FY 06-07 | Allotment Qtr 4 Original FY 06-07 | Unallotted Original FY 06-07 | Allotment Total Original FY 06-07 | Object Class Total Original FY 06-07 |
|--|---|---|---|---|------------------------------------|---|--|
| 2100 - State Parks Fund | | | | | | | |
| 670A - General Administration and Support | | | | | | | |
| QUARTER - Quarter | 0 | 100 | 2,200 | 5,000 | 0 | 7,300 | 0 |
| 670A - General Administration and Su | 0 | 100 | 2,200 | 5,000 | 0 | 7,300 | 0 |
| 670B - Resort Parks | | | | | | | |
| QUARTER - Quarter | 16,195,600 | 9,274,500 | 5,632,900 | 13,237,300 | 0 | 44,340,300 | 0 |
| 670B - Resort Parks | 16,195,600 | 9,274,500 | 5,632,900 | 13,237,300 | 0 | 44,340,300 | 0 |
| 670C - Recreation Parks and Historic Sites | | | | | | | |
| QUARTER - Quarter | 3,599,700 | 1,263,800 | 936,300 | 3,129,700 | 0 | 8,929,500 | 0 |
| 670C - Recreation Parks and Historic | 3,599,700 | 1,263,800 | 936,300 | 3,129,700 | 0 | 8,929,500 | 0 |
| 670D - Cafeterias | | | | | | | |
| QUARTER - Quarter | 558,200 | 323,000 | 436,800 | 437,600 | 0 | 1,755,600 | 0 |
| 670D - Cafeterias | 558,200 | 323,000 | 436,800 | 437,600 | 0 | 1,755,600 | 0 |
| 2100 - State Parks Fund | 20,353,500 | 10,861,400 | 7,008,200 | 16,809,600 | 0 | 55,032,700 | 0 |
| Grand Total | 31,261,800 | 16,764,800 | 12,280,300 | 22,704,200 | 0 | 83,011,100 | 27,978,400 |

Commonwealth of Kentucky
Allotment Request by Program

| | Allotment Qtr 1 Original FY 06-07 | Allotment Qtr 2 Original FY 06-07 | Allotment Qtr 3 Original FY 06-07 | Allotment Qtr 4 Original FY 06-07 | Unallotted Original FY 06-07 | Allotment Total Original FY 06-07 | Object Class Total Original FY 06-07 |
|--|---|---|---|---|------------------------------------|---|--|
| 670A - General Administration and Support | | | | | | | |
| <i>0100 - General Fund</i> | | | | | | | |
| QUARTER - Quarter | 3,770,000 | 2,423,000 | 2,172,700 | 2,423,000 | 0 | 10,788,700 | 0 |
| 1 - Personnel | 0 | 0 | 0 | 0 | 0 | 0 | 8,311,700 |
| 3 - Operating Expenses | 0 | 0 | 0 | 0 | 0 | 0 | 2,477,000 |
| <i>0100 - General Fund</i> | <i>3,770,000</i> | <i>2,423,000</i> | <i>2,172,700</i> | <i>2,423,000</i> | <i>0</i> | <i>10,788,700</i> | <i>10,788,700</i> |
| <i>2100 - State Parks Fund</i> | | | | | | | |
| QUARTER - Quarter | 0 | 100 | 2,200 | 5,000 | 0 | 7,300 | 0 |
| <i>2100 - State Parks Fund</i> | <i>0</i> | <i>100</i> | <i>2,200</i> | <i>5,000</i> | <i>0</i> | <i>7,300</i> | <i>0</i> |
| 670A - General Administration and Suppo | 3,770,000 | 2,423,100 | 2,174,900 | 2,428,000 | 0 | 10,796,000 | 10,788,700 |

Commonwealth of Kentucky
Allotment Request by Program

| | Allotment Qtr 1 Original FY 06-07 | Allotment Qtr 2 Original FY 06-07 | Allotment Qtr 3 Original FY 06-07 | Allotment Qtr 4 Original FY 06-07 | Unallotted Original FY 06-07 | Allotment Total Original FY 06-07 | Object Class Total Original FY 06-07 |
|--------------------------------|---|---|---|---|------------------------------------|---|--|
| 670B - Resort Parks | | | | | | | |
| <i>0100 - General Fund</i> | | | | | | | |
| QUARTER - Quarter | 3,164,800 | 2,034,500 | 1,808,500 | 2,034,500 | 0 | 9,042,300 | 0 |
| 3 - Operating Expenses | 0 | 0 | 0 | 0 | 0 | 0 | 9,042,300 |
| <i>0100 - General Fund</i> | <i>3,164,800</i> | <i>2,034,500</i> | <i>1,808,500</i> | <i>2,034,500</i> | <i>0</i> | <i>9,042,300</i> | <i>9,042,300</i> |
| <i>2100 - State Parks Fund</i> | | | | | | | |
| QUARTER - Quarter | 16,195,600 | 9,274,500 | 5,632,900 | 13,237,300 | 0 | 44,340,300 | 0 |
| <i>2100 - State Parks Fund</i> | <i>16,195,600</i> | <i>9,274,500</i> | <i>5,632,900</i> | <i>13,237,300</i> | <i>0</i> | <i>44,340,300</i> | <i>0</i> |
| 670B - Resort Parks | 19,360,400 | 11,309,000 | 7,441,400 | 15,271,800 | 0 | 53,382,600 | 9,042,300 |

Commonwealth of Kentucky
Allotment Request by Program

| | Allotment Qtr 1 Original FY 06-07 | Allotment Qtr 2 Original FY 06-07 | Allotment Qtr 3 Original FY 06-07 | Allotment Qtr 4 Original FY 06-07 | Unallotted Original FY 06-07 | Allotment Total Original FY 06-07 | Object Class Total Original FY 06-07 |
|---|---|---|---|---|------------------------------------|---|--|
| 670C - Recreation Parks and Historic Sites | | | | | | | |
| <i>0100 - General Fund</i> | | | | | | | |
| QUARTER - Quarter | 2,048,200 | 1,316,700 | 1,170,400 | 1,316,700 | 0 | 5,852,000 | 0 |
| 3 - Operating Expenses | 0 | 0 | 0 | 0 | 0 | 0 | 5,852,000 |
| <i>0100 - General Fund</i> | <i>2,048,200</i> | <i>1,316,700</i> | <i>1,170,400</i> | <i>1,316,700</i> | <i>0</i> | <i>5,852,000</i> | <i>5,852,000</i> |
| <i>2100 - State Parks Fund</i> | | | | | | | |
| QUARTER - Quarter | 3,599,700 | 1,263,800 | 936,300 | 3,129,700 | 0 | 8,929,500 | 0 |
| <i>2100 - State Parks Fund</i> | <i>3,599,700</i> | <i>1,263,800</i> | <i>936,300</i> | <i>3,129,700</i> | <i>0</i> | <i>8,929,500</i> | <i>0</i> |
| 670C - Recreation Parks and Historic Sites | 5,647,900 | 2,580,500 | 2,106,700 | 4,446,400 | 0 | 14,781,500 | 5,852,000 |

Commonwealth of Kentucky
Allotment Request by Program

| | Allotment Qtr 1 Original FY 06-07 | Allotment Qtr 2 Original FY 06-07 | Allotment Qtr 3 Original FY 06-07 | Allotment Qtr 4 Original FY 06-07 | Unallotted Original FY 06-07 | Allotment Total Original FY 06-07 | Object Class Total Original FY 06-07 |
|--------------------------------|---|---|---|---|------------------------------------|---|--|
| 670D - Cafeterias | | | | | | | |
| <i>0100 - General Fund</i> | | | | | | | |
| QUARTER - Quarter | 123,300 | 79,200 | 70,500 | 79,300 | 0 | 352,300 | 0 |
| 3 - Operating Expenses | 0 | 0 | 0 | 0 | 0 | 0 | 352,300 |
| <i>0100 - General Fund</i> | <i>123,300</i> | <i>79,200</i> | <i>70,500</i> | <i>79,300</i> | <i>0</i> | <i>352,300</i> | <i>352,300</i> |
| <i>2100 - State Parks Fund</i> | | | | | | | |
| QUARTER - Quarter | 558,200 | 323,000 | 436,800 | 437,600 | 0 | 1,755,600 | 0 |
| <i>2100 - State Parks Fund</i> | <i>558,200</i> | <i>323,000</i> | <i>436,800</i> | <i>437,600</i> | <i>0</i> | <i>1,755,600</i> | <i>0</i> |
| 670D - Cafeterias | 681,500 | 402,200 | 507,300 | 516,900 | 0 | 2,107,900 | 352,300 |

Commonwealth of Kentucky
Allotment Request by Program

| | Allotment Qtr 1 Original FY 06-07 | Allotment Qtr 2 Original FY 06-07 | Allotment Qtr 3 Original FY 06-07 | Allotment Qtr 4 Original FY 06-07 | Unallotted Original FY 06-07 | Allotment Total Original FY 06-07 | Object Class Total Original FY 06-07 |
|------------------------------------|---|---|---|---|------------------------------------|---|--|
| 670E - Parks - Debt Service | | | | | | | |
| <i>0100 - General Fund</i> | | | | | | | |
| QUARTER - Quarter | 1,752,000 | 0 | 0 | 0 | 0 | 1,752,000 | 0 |
| 5 - Debt Service | 0 | 0 | 0 | 0 | 0 | 0 | 1,752,000 |
| <i>0100 - General Fund</i> | <i>1,752,000</i> | <i>0</i> | <i>0</i> | <i>0</i> | <i>0</i> | <i>1,752,000</i> | <i>1,752,000</i> |
| 670E - Parks - Debt Service | 1,752,000 | 0 | 0 | 0 | 0 | 1,752,000 | 1,752,000 |

Commonwealth of Kentucky
Allotment Request by Program

| | Allotment Qtr 1 Original FY 06-07 | Allotment Qtr 2 Original FY 06-07 | Allotment Qtr 3 Original FY 06-07 | Allotment Qtr 4 Original FY 06-07 | Unallotted Original FY 06-07 | Allotment Total Original FY 06-07 | Object Class Total Original FY 06-07 |
|--------------------------------------|---|---|---|---|------------------------------------|---|--|
| 670G - Breaks Interstate Park | | | | | | | |
| <i>0100 - General Fund</i> | | | | | | | |
| QUARTER - Quarter | 50,000 | 50,000 | 50,000 | 41,100 | 0 | 191,100 | 0 |
| 4 - Grants, Loans, Benefits | 0 | 0 | 0 | 0 | 0 | 0 | 191,100 |
| <i>0100 - General Fund</i> | <i>50,000</i> | <i>50,000</i> | <i>50,000</i> | <i>41,100</i> | <i>0</i> | <i>191,100</i> | <i>191,100</i> |
| 670G - Breaks Interstate Park | 50,000 | 50,000 | 50,000 | 41,100 | 0 | 191,100 | 191,100 |
| Grand Total | 31,261,800 | 16,764,800 | 12,280,300 | 22,704,200 | 0 | 83,011,100 | 27,978,400 |

Commonwealth of Kentucky
Appropriation by Fund

| | Appropriation Amount FY 06-07 | Appropriation Revised Total FY 06-07 |
|----------------------------|--|---|
| <hr/> | | |
| GNRL - General Fund | | |
| <i>670K - Parks</i> | | |
| APPROP - Appropriation | 27,978,400 | 27,978,400 |
| <i>670K - Parks</i> | 27,978,400 | 27,978,400 |
| GNRL - General Fund | 27,978,400 | 27,978,400 |

Commonwealth of Kentucky
Appropriation by Fund

| | Appropriation Amount FY 06-07 | Appropriation Revised Total FY 06-07 |
|--------------------------------|--|---|
| <hr/> | | |
| RSTD - Restricted Funds | | |
| <i>670K - Parks</i> | | |
| APPROP - Appropriation | 55,032,700 | 57,032,700 |
| <i>670K - Parks</i> | <i>55,032,700</i> | <i>57,032,700</i> |
| RSTD - Restricted Funds | 55,032,700 | 57,032,700 |
| Grand Total | 83,011,100 | 85,011,100 |

Commonwealth of Kentucky
Continuing Appropriation by Fund

| | | Appropriation |
|---|--|---------------|
| | | Revised Total |
| | | FY 06-07 |
| GNRL - General Fund | | |
| 850X - Secretary | | |
| <i>X002 - Continuing Budget Authority</i> | | |
| APPROP - Appropriation | | 99,098 |
| <i>X002 - Continuing Budget Authority</i> | | 99,098 |
| 850X - Secretary | | 99,098 |
| GNRL - General Fund | | 99,098 |
| Grand Total | | 99,098 |

Commonwealth of Kentucky
Necessary Government Expense Appropriations

| | | Appropriation |
|--|--|----------------|
| | | Revised Total |
| | | FY 06-07 |
| <hr/> | | |
| JUDG - Judgments | | |
| GNRL - General Fund | | |
| <i>X005 - Necessary Government Expense</i> | | |
| APPROP - Appropriation | | 950,000 |
| <i>X005 - Necessary Government Exp.</i> | | 950,000 |
| GNRL - General Fund | | 950,000 |
| JUDG - Judgments | | 950,000 |
| Grand Total | | 950,000 |

Commonwealth of Kentucky
Original Approp. vs. Allotment at Approp. Unit

| | Appropriation Amount FY 06-07 | Allotment Total Original FY 06-07 |
|--------------------------------|-------------------------------------|---|
| 670_BILL - Parks | | |
| <i>GNRL - General Fund</i> | | |
| APPROP - Appropriation | 27,978,400 | 0 |
| <i>GNRL - General Fund</i> | 27,978,400 | 0 |
| <i>0100 - General Fund</i> | | |
| TOTALLT - Total Allotment | 0 | 27,978,400 |
| <i>0100 - General Fund</i> | 0 | 27,978,400 |
| <i>RSTD - Restricted Funds</i> | | |
| APPROP - Appropriation | 55,032,700 | 0 |
| <i>RSTD - Restricted Funds</i> | 55,032,700 | 0 |
| <i>2100 - State Parks Fund</i> | | |
| TOTALLT - Total Allotment | 0 | 55,032,700 |
| <i>2100 - State Parks Fund</i> | 0 | 55,032,700 |
| 670_BILL - Parks | 83,011,100 | 83,011,100 |
| Grand Total | 83,011,100 | 83,011,100 |

Commonwealth of Kentucky
Original Approp. vs. Allotment at AP/AL

| | Appropriation Amount FY 06-07 | Allotment Total Original FY 06-07 |
|--------------------------------|--|--|
| 670K - Parks | | |
| <i>GNRL - General Fund</i> | | |
| APPROP - Appropriation | 27,978,400 | 0 |
| <i>GNRL - General Fund</i> | 27,978,400 | 0 |
| <i>RSTD - Restricted Funds</i> | | |
| APPROP - Appropriation | 55,032,700 | 0 |
| <i>RSTD - Restricted Funds</i> | 55,032,700 | 0 |
| 670K - Parks | 83,011,100 | 0 |

Commonwealth of Kentucky
Original Approp. vs. Allotment at AP/AL

| | Appropriation Amount FY 06-07 | Allotment Total Original FY 06-07 |
|--|--|--|
| 670A - General Administration and Support | | |
| <i>0100 - General Fund</i> | | |
| TOTALLT - Total Allotment | 0 | 10,788,700 |
| <i>0100 - General Fund</i> | 0 | 10,788,700 |
| <i>2100 - State Parks Fund</i> | | |
| TOTALLT - Total Allotment | 0 | 7,300 |
| <i>2100 - State Parks Fund</i> | 0 | 7,300 |
| 670A - General Administration and Suppo | 0 | 10,796,000 |

Commonwealth of Kentucky
Original Approp. vs. Allotment at AP/AL

| | Appropriation Amount FY 06-07 | Allotment Total Original FY 06-07 |
|--------------------------------|--|--|
| 670B - Resort Parks | | |
| <i>0100 - General Fund</i> | | |
| TOTALLT - Total Allotment | 0 | 9,042,300 |
| <i>0100 - General Fund</i> | 0 | 9,042,300 |
| <i>2100 - State Parks Fund</i> | | |
| TOTALLT - Total Allotment | 0 | 44,340,300 |
| <i>2100 - State Parks Fund</i> | 0 | 44,340,300 |
| 670B - Resort Parks | 0 | 53,382,600 |

Commonwealth of Kentucky
Original Approp. vs. Allotment at AP/AL

| | Appropriation Amount FY 06-07 | Allotment Total Original FY 06-07 |
|--|--|--|
| <hr/> | | |
| 670C - Recreation Parks and Historic Sites | | |
| <i>0100 - General Fund</i> | | |
| TOTALLT - Total Allotment | 0 | 5,852,000 |
| <i>0100 - General Fund</i> | 0 | 5,852,000 |
| <i>2100 - State Parks Fund</i> | | |
| TOTALLT - Total Allotment | 0 | 8,929,500 |
| <i>2100 - State Parks Fund</i> | 0 | 8,929,500 |
| 670C - Recreation Parks and Historic Sites: | 0 | 14,781,500 |

Commonwealth of Kentucky
Original Approp. vs. Allotment at AP/AL

| | Appropriation Amount FY 06-07 | Allotment Total Original FY 06-07 |
|--------------------------------|--|--|
| 670D - Cafeterias | | |
| <i>0100 - General Fund</i> | | |
| TOTALLT - Total Allotment | 0 | 352,300 |
| <i>0100 - General Fund</i> | 0 | 352,300 |
| <i>2100 - State Parks Fund</i> | | |
| TOTALLT - Total Allotment | 0 | 1,755,600 |
| <i>2100 - State Parks Fund</i> | 0 | 1,755,600 |
| 670D - Cafeterias | 0 | 2,107,900 |

Commonwealth of Kentucky
Original Approp. vs. Allotment at AP/AL

| | Appropriation Amount FY 06-07 | Allotment Total Original FY 06-07 |
|------------------------------------|--|--|
| 670E - Parks - Debt Service | | |
| <i>0100 - General Fund</i> | | |
| TOTALLT - Total Allotment | 0 | 1,752,000 |
| <i>0100 - General Fund</i> | 0 | 1,752,000 |
| 670E - Parks - Debt Service | 0 | 1,752,000 |

Commonwealth of Kentucky
Original Approp. vs. Allotment at AP/AL

| | Appropriation Amount FY 06-07 | Allotment Total Original FY 06-07 |
|--------------------------------------|--|--|
| 670G - Breaks Interstate Park | | |
| <i>0100 - General Fund</i> | | |
| TOTALLT - Total Allotment | 0 | 191,100 |
| <i>0100 - General Fund</i> | 0 | 191,100 |
| 670G - Breaks Interstate Park | 0 | 191,100 |
| Grand Total | 83,011,100 | 83,011,100 |

Commonwealth of Kentucky
Original Allotment in ADVANTAGE by Fund

| | Allotment Qtr 1 FY 06-07 | Allotment Qtr 2 FY 06-07 | Allotment Qtr 3 FY 06-07 | Allotment Qtr 4 FY 06-07 | Unallotted FY 06-07 | Allotment Total FY 06-07 | Object Class FY 06-07 |
|--|--------------------------------|--------------------------------|--------------------------------|--------------------------------|------------------------|--------------------------------|--------------------------|
| 0100 - General Fund | | | | | | | |
| 670A - General Administration and Support | | | | | | | |
| QUARTER - Quarter | 3,770,000 | 2,423,000 | 2,172,700 | 2,423,000 | 0 | 10,788,700 | 0 |
| 1 - Personnel | 0 | 0 | 0 | 0 | 0 | 0 | 8,311,700 |
| 3 - Operating Expenses | 0 | 0 | 0 | 0 | 0 | 0 | 2,477,000 |
| 670A - General Administration and Su | 3,770,000 | 2,423,000 | 2,172,700 | 2,423,000 | 0 | 10,788,700 | 10,788,700 |
| 670B - Resort Parks | | | | | | | |
| QUARTER - Quarter | 3,164,800 | 2,034,500 | 1,808,500 | 2,034,500 | 0 | 9,042,300 | 0 |
| 3 - Operating Expenses | 0 | 0 | 0 | 0 | 0 | 0 | 9,042,300 |
| 670B - Resort Parks | 3,164,800 | 2,034,500 | 1,808,500 | 2,034,500 | 0 | 9,042,300 | 9,042,300 |
| 670C - Recreation Parks and Historic Sites | | | | | | | |
| QUARTER - Quarter | 2,048,200 | 1,316,700 | 1,170,400 | 1,316,700 | 0 | 5,852,000 | 0 |
| 3 - Operating Expenses | 0 | 0 | 0 | 0 | 0 | 0 | 5,852,000 |
| 670C - Recreation Parks and Historic | 2,048,200 | 1,316,700 | 1,170,400 | 1,316,700 | 0 | 5,852,000 | 5,852,000 |
| 670D - Cafeterias | | | | | | | |
| QUARTER - Quarter | 123,300 | 79,200 | 70,500 | 79,300 | 0 | 352,300 | 0 |
| 3 - Operating Expenses | 0 | 0 | 0 | 0 | 0 | 0 | 352,300 |
| 670D - Cafeterias | 123,300 | 79,200 | 70,500 | 79,300 | 0 | 352,300 | 352,300 |
| 670E - Parks - Debt Service | | | | | | | |
| QUARTER - Quarter | 1,752,000 | 0 | 0 | 0 | 0 | 1,752,000 | 0 |
| 5 - Debt Service | 0 | 0 | 0 | 0 | 0 | 0 | 1,752,000 |
| 670E - Parks - Debt Service | 1,752,000 | 0 | 0 | 0 | 0 | 1,752,000 | 1,752,000 |
| 670G - Breaks Interstate Park | | | | | | | |
| QUARTER - Quarter | 50,000 | 50,000 | 50,000 | 41,100 | 0 | 191,100 | 0 |

Commonwealth of Kentucky
Original Allotment in ADVANTAGE by Fund

| | Allotment Qtr 1 FY 06-07 | Allotment Qtr 2 FY 06-07 | Allotment Qtr 3 FY 06-07 | Allotment Qtr 4 FY 06-07 | Unallotted FY 06-07 | Allotment Total FY 06-07 | Object Class FY 06-07 |
|-------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|------------------------|--------------------------------|--------------------------|
| 0100 - General Fund | | | | | | | |
| 670G - Breaks Interstate Park | | | | | | | |
| 4 - Grants, Loans, Benefits | 0 | 0 | 0 | 0 | 0 | 0 | 191,100 |
| 670G - Breaks Interstate Park | 50,000 | 50,000 | 50,000 | 41,100 | 0 | 191,100 | 191,100 |
| 0100 - General Fund | 10,908,300 | 5,903,400 | 5,272,100 | 5,894,600 | 0 | 27,978,400 | 27,978,400 |

Commonwealth of Kentucky
Original Allotment in ADVANTAGE by Fund

| | Allotment Qtr 1 FY 06-07 | Allotment Qtr 2 FY 06-07 | Allotment Qtr 3 FY 06-07 | Allotment Qtr 4 FY 06-07 | Unallotted FY 06-07 | Allotment Total FY 06-07 | Object Class FY 06-07 |
|--|--------------------------------|--------------------------------|--------------------------------|--------------------------------|------------------------|--------------------------------|--------------------------|
| 2100 - State Parks Fund | | | | | | | |
| 670A - General Administration and Support | | | | | | | |
| QUARTER - Quarter | 0 | 100 | 2,200 | 5,000 | 0 | 7,300 | 0 |
| 670A - General Administration and Su | 0 | 100 | 2,200 | 5,000 | 0 | 7,300 | 0 |
| 670B - Resort Parks | | | | | | | |
| QUARTER - Quarter | 16,195,600 | 9,274,500 | 5,632,900 | 13,237,300 | 0 | 44,340,300 | 0 |
| 670B - Resort Parks | 16,195,600 | 9,274,500 | 5,632,900 | 13,237,300 | 0 | 44,340,300 | 0 |
| 670C - Recreation Parks and Historic Sites | | | | | | | |
| QUARTER - Quarter | 3,599,700 | 1,263,800 | 936,300 | 3,129,700 | 0 | 8,929,500 | 0 |
| 670C - Recreation Parks and Historic | 3,599,700 | 1,263,800 | 936,300 | 3,129,700 | 0 | 8,929,500 | 0 |
| 670D - Cafeterias | | | | | | | |
| QUARTER - Quarter | 558,200 | 323,000 | 436,800 | 437,600 | 0 | 1,755,600 | 0 |
| 670D - Cafeterias | 558,200 | 323,000 | 436,800 | 437,600 | 0 | 1,755,600 | 0 |
| 2100 - State Parks Fund | 20,353,500 | 10,861,400 | 7,008,200 | 16,809,600 | 0 | 55,032,700 | 0 |
| Grand Total | 31,261,800 | 16,764,800 | 12,280,300 | 22,704,200 | 0 | 83,011,100 | 27,978,400 |

Commonwealth of Kentucky
Original Approp and Allotments in ADVANTAGE

| | Allotment Total FY 06-07 | Appropriation Amount FY 06-07 |
|--------------------------------|---|--|
| 670K - Parks | | |
| <i>GNRL - General Fund</i> | | |
| APPROP - Appropriation | 0 | 27,978,400 |
| <i>GNRL - General Fund</i> | 0 | 27,978,400 |
| <i>RSTD - Restricted Funds</i> | | |
| APPROP - Appropriation | 0 | 55,032,700 |
| <i>RSTD - Restricted Funds</i> | 0 | 55,032,700 |
| 670K - Parks | 0 | 83,011,100 |

Commonwealth of Kentucky
Original Approp and Allotments in ADVANTAGE

| | Allotment Total FY 06-07 | Appropriation Amount FY 06-07 |
|--|--------------------------------|-------------------------------------|
| 670A - General Administration and Support | | |
| <i>0100 - General Fund</i> | | |
| QUARTER - Quarter | 10,788,700 | 0 |
| <i>0100 - General Fund</i> | 10,788,700 | 0 |
| <i>2100 - State Parks Fund</i> | | |
| QUARTER - Quarter | 7,300 | 0 |
| <i>2100 - State Parks Fund</i> | 7,300 | 0 |
| 670A - General Administration and Suppo | 10,796,000 | 0 |

Commonwealth of Kentucky
Original Approp and Allotments in ADVANTAGE

| | Allotment Total FY 06-07 | Appropriation Amount FY 06-07 |
|--------------------------------|---|--|
| 670B - Resort Parks | | |
| <i>0100 - General Fund</i> | | |
| QUARTER - Quarter | 9,042,300 | 0 |
| <i>0100 - General Fund</i> | <i>9,042,300</i> | <i>0</i> |
| <i>2100 - State Parks Fund</i> | | |
| QUARTER - Quarter | 44,340,300 | 0 |
| <i>2100 - State Parks Fund</i> | <i>44,340,300</i> | <i>0</i> |
| 670B - Resort Parks | 53,382,600 | 0 |

Commonwealth of Kentucky
Original Approp and Allotments in ADVANTAGE

| | Allotment Total FY 06-07 | Appropriation Amount FY 06-07 |
|--|---|--|
| <hr/> | | |
| 670C - Recreation Parks and Historic Sites | | |
| <i>0100 - General Fund</i> | | |
| QUARTER - Quarter | 5,852,000 | 0 |
| <i>0100 - General Fund</i> | <i>5,852,000</i> | <i>0</i> |
| <i>2100 - State Parks Fund</i> | | |
| QUARTER - Quarter | 8,929,500 | 0 |
| <i>2100 - State Parks Fund</i> | <i>8,929,500</i> | <i>0</i> |
| 670C - Recreation Parks and Historic Sites: | 14,781,500 | 0 |

Commonwealth of Kentucky
Original Approp and Allotments in ADVANTAGE

| | Allotment Total FY 06-07 | Appropriation Amount FY 06-07 |
|--------------------------------|---|--|
| 670D - Cafeterias | | |
| <i>0100 - General Fund</i> | | |
| QUARTER - Quarter | 352,300 | 0 |
| <i>0100 - General Fund</i> | 352,300 | 0 |
| <i>2100 - State Parks Fund</i> | | |
| QUARTER - Quarter | 1,755,600 | 0 |
| <i>2100 - State Parks Fund</i> | 1,755,600 | 0 |
| 670D - Cafeterias | 2,107,900 | 0 |

Commonwealth of Kentucky
Original Approp and Allotments in ADVANTAGE

| | Allotment Total FY 06-07 | Appropriation Amount FY 06-07 |
|------------------------------------|---|--|
| 670E - Parks - Debt Service | | |
| <i>0100 - General Fund</i> | | |
| QUARTER - Quarter | 1,752,000 | 0 |
| <i>0100 - General Fund</i> | <i>1,752,000</i> | <i>0</i> |
| 670E - Parks - Debt Service | 1,752,000 | 0 |

Commonwealth of Kentucky
Original Approp and Allotments in ADVANTAGE

| | Allotment Total FY 06-07 | Appropriation Amount FY 06-07 |
|--------------------------------------|---|--|
| 670G - Breaks Interstate Park | | |
| <i>0100 - General Fund</i> | | |
| QUARTER - Quarter | 191,100 | 0 |
| <i>0100 - General Fund</i> | <i>191,100</i> | <i>0</i> |
| 670G - Breaks Interstate Park | 191,100 | 0 |
| Grand Total | 83,011,100 | 83,011,100 |

**Commonwealth of Kentucky
Original Appropriation by Fund**

| | Appropriation Amount FY 06-07 |
|----------------------------|-------------------------------------|
| GNRL - General Fund | |
| 670K - Parks | 27,978,400 |
| GNRL - General Fund | 27,978,400 |

**Commonwealth of Kentucky
Original Appropriation by Fund**

| | Appropriation Amount FY 06-07 |
|--------------------------------|--|
| RSTD - Restricted Funds | |
| 670K - Parks | 55,032,700 |
| RSTD - Restricted Funds | 55,032,700 |
| Grand Total | 83,011,100 |

Commonwealth of Kentucky
Original Appropriation by Appropriation

| | Appropriation Amount FY 06-07 |
|-------------------------|--|
| 670K - Parks | |
| GNRL - General Fund | 27,978,400 |
| RSTD - Restricted Funds | 55,032,700 |
| 670K - Parks | 83,011,100 |
| Grand Total | 83,011,100 |

Commonwealth of Kentucky
Quarterly Revenue Revision Report

| | Enacted Revenue FY 06-07 | Revenue Qtr 1 Revision FY 06-07 | Revenue Qtr 2 Revision FY 06-07 | Revenue Qtr 3 Revision FY 06-07 | Revenue Qtr 4 Revision FY 06-07 | Revenue Total Revised FY 06-07 |
|--------------------------------|--------------------------------|--|--|--|--|--------------------------------------|
| 670K - Parks | | | | | | |
| <i>RSTD - Restricted Funds</i> | | | | | | |
| BALANCE - Beginning Balance | 876,700 | 0 | 50,000 | 0 | 0 | 926,700 |
| CURREC - Current Receipts | 54,672,400 | 2,000,000 | 0 | 0 | 0 | 56,672,400 |
| NONREV - Non-Revenue | (371,900) | 0 | 0 | 0 | 0 | (371,900) |
| <i>RSTD - Restricted Funds</i> | 55,177,200 | 2,000,000 | 50,000 | 0 | 0 | 57,227,200 |
| 670K - Parks | 55,177,200 | 2,000,000 | 50,000 | 0 | 0 | 57,227,200 |
| Grand Total | 55,177,200 | 2,000,000 | 50,000 | 0 | 0 | 57,227,200 |

Commonwealth of Kentucky
Revised Allotments by Allotment

| | Allotment Qtr 1 Revised FY 06-07 | Allotment Qtr 2 Revised FY 06-07 | Allotment Qtr 3 Revised FY 06-07 | Allotment Qtr 4 Revised FY 06-07 | Unallotted Revised FY 06-07 | Allotment Revised Total FY 06-07 | Object Class Revised FY 06-07 |
|--|--|--|--|--|-----------------------------------|--|-------------------------------------|
| 670A - General Administration and Support | | | | | | | |
| QUARTER - Quarter | 3,770,000 | 2,423,100 | 2,174,900 | 2,428,000 | 0 | 10,796,000 | 0 |
| 1 - Personnel | 0 | 0 | 0 | 0 | 0 | 0 | 8,411,700 |
| 3 - Operating Expenses | 0 | 0 | 0 | 0 | 0 | 0 | 2,377,000 |
| 670A - General Administration and Suppo | 3,770,000 | 2,423,100 | 2,174,900 | 2,428,000 | 0 | 10,796,000 | 10,788,700 |

Commonwealth of Kentucky
Revised Allotments by Allotment

| | Allotment Qtr 1 Revised FY 06-07 | Allotment Qtr 2 Revised FY 06-07 | Allotment Qtr 3 Revised FY 06-07 | Allotment Qtr 4 Revised FY 06-07 | Unallotted Revised FY 06-07 | Allotment Revised Total FY 06-07 | Object Class Revised FY 06-07 |
|----------------------------|--|--|--|--|-----------------------------------|--|-------------------------------------|
| 670B - Resort Parks | | | | | | | |
| QUARTER - Quarter | 19,412,900 | 11,256,500 | 7,441,400 | 15,271,800 | 0 | 53,382,600 | 0 |
| 3 - Operating Expenses | 0 | 0 | 0 | 0 | 0 | 0 | 9,042,300 |
| 670B - Resort Parks | 19,412,900 | 11,256,500 | 7,441,400 | 15,271,800 | 0 | 53,382,600 | 9,042,300 |

Commonwealth of Kentucky
Revised Allotments by Allotment

| | Allotment Qtr 1 Revised FY 06-07 | Allotment Qtr 2 Revised FY 06-07 | Allotment Qtr 3 Revised FY 06-07 | Allotment Qtr 4 Revised FY 06-07 | Unallotted Revised FY 06-07 | Allotment Revised Total FY 06-07 | Object Class Revised FY 06-07 |
|---|--|--|--|--|-----------------------------------|--|-------------------------------------|
| 670C - Recreation Parks and Historic Sites | | | | | | | |
| QUARTER - Quarter | 5,647,900 | 2,580,500 | 2,106,700 | 4,446,400 | 0 | 14,781,500 | 0 |
| 3 - Operating Expenses | 0 | 0 | 0 | 0 | 0 | 0 | 5,852,000 |
| 670C - Recreation Parks and Historic Sites | 5,647,900 | 2,580,500 | 2,106,700 | 4,446,400 | 0 | 14,781,500 | 5,852,000 |

Commonwealth of Kentucky
Revised Allotments by Allotment

| | Allotment Qtr 1 Revised FY 06-07 | Allotment Qtr 2 Revised FY 06-07 | Allotment Qtr 3 Revised FY 06-07 | Allotment Qtr 4 Revised FY 06-07 | Unallotted Revised FY 06-07 | Allotment Revised Total FY 06-07 | Object Class Revised FY 06-07 |
|--------------------------|--|--|--|--|-----------------------------------|--|-------------------------------------|
| 670D - Cafeterias | | | | | | | |
| QUARTER - Quarter | 681,500 | 402,200 | 507,300 | 516,900 | 0 | 2,107,900 | 0 |
| 3 - Operating Expenses | 0 | 0 | 0 | 0 | 0 | 0 | 352,300 |
| 670D - Cafeterias | 681,500 | 402,200 | 507,300 | 516,900 | 0 | 2,107,900 | 352,300 |

Commonwealth of Kentucky
Revised Allotments by Allotment

| | Allotment Qtr 1 Revised FY 06-07 | Allotment Qtr 2 Revised FY 06-07 | Allotment Qtr 3 Revised FY 06-07 | Allotment Qtr 4 Revised FY 06-07 | Unallotted Revised FY 06-07 | Allotment Revised Total FY 06-07 | Object Class Revised FY 06-07 |
|------------------------------------|--|--|--|--|-----------------------------------|--|-------------------------------------|
| 670E - Parks - Debt Service | | | | | | | |
| QUARTER - Quarter | 1,752,000 | 0 | 0 | 0 | 0 | 1,752,000 | 0 |
| 5 - Debt Service | 0 | 0 | 0 | 0 | 0 | 0 | 1,752,000 |
| 670E - Parks - Debt Service | 1,752,000 | 0 | 0 | 0 | 0 | 1,752,000 | 1,752,000 |

Commonwealth of Kentucky
Revised Allotments by Allotment

| | Allotment Qtr 1 Revised FY 06-07 | Allotment Qtr 2 Revised FY 06-07 | Allotment Qtr 3 Revised FY 06-07 | Allotment Qtr 4 Revised FY 06-07 | Unallotted Revised FY 06-07 | Allotment Revised Total FY 06-07 | Object Class Revised FY 06-07 |
|--------------------------------------|--|--|--|--|-----------------------------------|--|-------------------------------------|
| 670G - Breaks Interstate Park | | | | | | | |
| QUARTER - Quarter | 50,000 | 50,000 | 50,000 | 41,100 | 0 | 191,100 | 0 |
| 4 - Grants, Loans, Benefits | 0 | 0 | 0 | 0 | 0 | 0 | 191,100 |
| 670G - Breaks Interstate Park | 50,000 | 50,000 | 50,000 | 41,100 | 0 | 191,100 | 191,100 |
| Grand Total | 31,314,300 | 16,712,300 | 12,280,300 | 22,704,200 | 0 | 83,011,100 | 27,978,400 |

Commonwealth of Kentucky
Revised Allotments by Fund

| | Allotment Qtr 1 Revised FY 06-07 | Allotment Qtr 2 Revised FY 06-07 | Allotment Qtr 3 Revised FY 06-07 | Allotment Qtr 4 Revised FY 06-07 | Unallotted Revised FY 06-07 | Allotment Revised Total FY 06-07 | Object Class Revised FY 06-07 |
|----------------------------------|--|--|--|--|-----------------------------------|--|-------------------------------------|
| 0100 - General Fund | | | | | | | |
| 670A - General Administration at | 7,540,000 | 4,846,000 | 4,345,400 | 4,846,000 | 0 | 21,577,400 | 21,577,400 |
| 670B - Resort Parks | 6,434,600 | 3,964,000 | 3,617,000 | 4,069,000 | 0 | 18,084,600 | 18,084,600 |
| 670C - Recreation Parks and His | 4,096,400 | 2,633,400 | 2,340,800 | 2,633,400 | 0 | 11,704,000 | 11,704,000 |
| 670D - Cafeterias | 246,600 | 158,400 | 141,000 | 158,600 | 0 | 704,600 | 704,600 |
| 670E - Parks - Debt Service | 3,504,000 | 0 | 0 | 0 | 0 | 3,504,000 | 3,504,000 |
| 670G - Breaks Interstate Park | 100,000 | 100,000 | 100,000 | 82,200 | 0 | 382,200 | 382,200 |
| 0100 - General Fund | 21,921,600 | 11,701,800 | 10,544,200 | 11,789,200 | 0 | 55,956,800 | 55,956,800 |

**Commonwealth of Kentucky
Revised Allotments by Fund**

| | Allotment Qtr 1 Revised FY 06-07 | Allotment Qtr 2 Revised FY 06-07 | Allotment Qtr 3 Revised FY 06-07 | Allotment Qtr 4 Revised FY 06-07 | Unallotted Revised FY 06-07 | Allotment Revised Total FY 06-07 | Object Class Revised FY 06-07 |
|--------------------------------------|--|--|--|--|-----------------------------------|--|-------------------------------------|
| 2100 - State Parks Fund | | | | | | | |
| 670A - General Administration and | 0 | 200 | 4,400 | 10,000 | 0 | 14,600 | 0 |
| 670B - Resort Parks | 32,391,200 | 18,549,000 | 11,265,800 | 26,474,600 | 0 | 88,680,600 | 0 |
| 670C - Recreation Parks and Historic | 7,199,400 | 2,527,600 | 1,872,600 | 6,259,400 | 0 | 17,859,000 | 0 |
| 670D - Cafeterias | 1,116,400 | 646,000 | 873,600 | 875,200 | 0 | 3,511,200 | 0 |
| 2100 - State Parks Fund | 40,707,000 | 21,722,800 | 14,016,400 | 33,619,200 | 0 | 110,065,400 | 0 |
| Grand Total | 62,628,600 | 33,424,600 | 24,560,600 | 45,408,400 | 0 | 166,022,200 | 55,956,800 |

Commonwealth of Kentucky
Revised Allotments by Object Type

| | Allotment Qtr 1 Revised FY 06-07 | Allotment Qtr 2 Revised FY 06-07 | Allotment Qtr 3 Revised FY 06-07 | Allotment Qtr 4 Revised FY 06-07 | Unallotted Revised FY 06-07 | Allotment Revised Total FY 06-07 | Object Class Revised FY 06-07 |
|--|--|--|--|--|-----------------------------------|--|-------------------------------------|
| 670A - General Administration and Support | | | | | | | |
| X001 - Regular Budget Authority | | | | | | | |
| 0100 - General Fund | | | | | | | |
| QUARTER - Quarter | 3,770,000 | 2,423,000 | 2,172,700 | 2,423,000 | 0 | 10,788,700 | 0 |
| 1 - Personnel | 0 | 0 | 0 | 0 | 0 | 0 | 8,311,700 |
| 3 - Operating Expenses | 0 | 0 | 0 | 0 | 0 | 0 | 2,477,000 |
| 0100 - General Fund | 3,770,000 | 2,423,000 | 2,172,700 | 2,423,000 | 0 | 10,788,700 | 10,788,700 |
| 2100 - State Parks Fund | | | | | | | |
| QUARTER - Quarter | 0 | 100 | 2,200 | 5,000 | 0 | 7,300 | 0 |
| 2100 - State Parks Fund | 0 | 100 | 2,200 | 5,000 | 0 | 7,300 | 0 |
| X001 - Regular Budget Authority | 3,770,000 | 2,423,100 | 2,174,900 | 2,428,000 | 0 | 10,796,000 | 10,788,700 |
| X010 - Other Budget Revision | | | | | | | |
| 0100 - General Fund | | | | | | | |
| 1 - Personnel | 0 | 0 | 0 | 0 | 0 | 0 | 100,000 |
| 3 - Operating Expenses | 0 | 0 | 0 | 0 | 0 | 0 | (100,000) |
| 0100 - General Fund | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| X010 - Other Budget Revision | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 670A - General Administration and Suppo | 3,770,000 | 2,423,100 | 2,174,900 | 2,428,000 | 0 | 10,796,000 | 10,788,700 |

Commonwealth of Kentucky
Revised Allotments by Object Type

| | Allotment Qtr 1 Revised FY 06-07 | Allotment Qtr 2 Revised FY 06-07 | Allotment Qtr 3 Revised FY 06-07 | Allotment Qtr 4 Revised FY 06-07 | Unallotted Revised FY 06-07 | Allotment Revised Total FY 06-07 | Object Class Revised FY 06-07 |
|--|--|--|--|--|-----------------------------------|--|-------------------------------------|
| 670B - Resort Parks | | | | | | | |
| X001 - Regular Budget Authority | | | | | | | |
| 0100 - General Fund | | | | | | | |
| QUARTER - Quarter | 3,164,800 | 2,034,500 | 1,808,500 | 2,034,500 | 0 | 9,042,300 | 0 |
| 3 - Operating Expenses | 0 | 0 | 0 | 0 | 0 | 0 | 9,042,300 |
| 0100 - General Fund | 3,164,800 | 2,034,500 | 1,808,500 | 2,034,500 | 0 | 9,042,300 | 9,042,300 |
| 2100 - State Parks Fund | | | | | | | |
| QUARTER - Quarter | 16,195,600 | 9,274,500 | 5,632,900 | 13,237,300 | 0 | 44,340,300 | 0 |
| 2100 - State Parks Fund | 16,195,600 | 9,274,500 | 5,632,900 | 13,237,300 | 0 | 44,340,300 | 0 |
| X001 - Regular Budget Authority | 19,360,400 | 11,309,000 | 7,441,400 | 15,271,800 | 0 | 53,382,600 | 9,042,300 |
| X010 - Other Budget Revision | | | | | | | |
| 0100 - General Fund | | | | | | | |
| QUARTER - Quarter | 52,500 | (52,500) | 0 | 0 | 0 | 0 | 0 |
| 0100 - General Fund | 52,500 | (52,500) | 0 | 0 | 0 | 0 | 0 |
| X010 - Other Budget Revision | 52,500 | (52,500) | 0 | 0 | 0 | 0 | 0 |
| 670B - Resort Parks | 19,412,900 | 11,256,500 | 7,441,400 | 15,271,800 | 0 | 53,382,600 | 9,042,300 |

Commonwealth of Kentucky
Revised Allotments by Object Type

| | Allotment Qtr 1 Revised FY 06-07 | Allotment Qtr 2 Revised FY 06-07 | Allotment Qtr 3 Revised FY 06-07 | Allotment Qtr 4 Revised FY 06-07 | Unallotted Revised FY 06-07 | Allotment Revised Total FY 06-07 | Object Class Revised FY 06-07 |
|--|--|--|--|--|-----------------------------------|--|-------------------------------------|
| 670C - Recreation Parks and Historic Sites | | | | | | | |
| X001 - Regular Budget Authority | | | | | | | |
| <i>0100 - General Fund</i> | | | | | | | |
| QUARTER - Quarter | 2,048,200 | 1,316,700 | 1,170,400 | 1,316,700 | 0 | 5,852,000 | 0 |
| 3 - Operating Expenses | 0 | 0 | 0 | 0 | 0 | 0 | 5,852,000 |
| <i>0100 - General Fund</i> | <i>2,048,200</i> | <i>1,316,700</i> | <i>1,170,400</i> | <i>1,316,700</i> | <i>0</i> | <i>5,852,000</i> | <i>5,852,000</i> |
| <i>2100 - State Parks Fund</i> | | | | | | | |
| QUARTER - Quarter | 3,599,700 | 1,263,800 | 936,300 | 3,129,700 | 0 | 8,929,500 | 0 |
| <i>2100 - State Parks Fund</i> | <i>3,599,700</i> | <i>1,263,800</i> | <i>936,300</i> | <i>3,129,700</i> | <i>0</i> | <i>8,929,500</i> | <i>0</i> |
| X001 - Regular Budget Authority | 5,647,900 | 2,580,500 | 2,106,700 | 4,446,400 | 0 | 14,781,500 | 5,852,000 |
| 670C - Recreation Parks and Historic Sites: | 5,647,900 | 2,580,500 | 2,106,700 | 4,446,400 | 0 | 14,781,500 | 5,852,000 |

Commonwealth of Kentucky
Revised Allotments by Object Type

| | Allotment Qtr 1 Revised FY 06-07 | Allotment Qtr 2 Revised FY 06-07 | Allotment Qtr 3 Revised FY 06-07 | Allotment Qtr 4 Revised FY 06-07 | Unallotted Revised FY 06-07 | Allotment Revised Total FY 06-07 | Object Class Revised FY 06-07 |
|--|--|--|--|--|-----------------------------------|--|-------------------------------------|
| 670D - Cafeterias | | | | | | | |
| X001 - Regular Budget Authority | | | | | | | |
| <i>0100 - General Fund</i> | | | | | | | |
| QUARTER - Quarter | 123,300 | 79,200 | 70,500 | 79,300 | 0 | 352,300 | 0 |
| 3 - Operating Expenses | 0 | 0 | 0 | 0 | 0 | 0 | 352,300 |
| <i>0100 - General Fund</i> | <i>123,300</i> | <i>79,200</i> | <i>70,500</i> | <i>79,300</i> | <i>0</i> | <i>352,300</i> | <i>352,300</i> |
| <i>2100 - State Parks Fund</i> | | | | | | | |
| QUARTER - Quarter | 558,200 | 323,000 | 436,800 | 437,600 | 0 | 1,755,600 | 0 |
| <i>2100 - State Parks Fund</i> | <i>558,200</i> | <i>323,000</i> | <i>436,800</i> | <i>437,600</i> | <i>0</i> | <i>1,755,600</i> | <i>0</i> |
| X001 - Regular Budget Authority | 681,500 | 402,200 | 507,300 | 516,900 | 0 | 2,107,900 | 352,300 |
| 670D - Cafeterias | 681,500 | 402,200 | 507,300 | 516,900 | 0 | 2,107,900 | 352,300 |

Commonwealth of Kentucky
Revised Allotments by Object Type

| | Allotment Qtr 1 Revised FY 06-07 | Allotment Qtr 2 Revised FY 06-07 | Allotment Qtr 3 Revised FY 06-07 | Allotment Qtr 4 Revised FY 06-07 | Unallotted Revised FY 06-07 | Allotment Revised Total FY 06-07 | Object Class Revised FY 06-07 |
|--|--|--|--|--|-----------------------------------|--|-------------------------------------|
| 670E - Parks - Debt Service | | | | | | | |
| X001 - Regular Budget Authority | | | | | | | |
| 0100 - General Fund | | | | | | | |
| QUARTER - Quarter | 1,752,000 | 0 | 0 | 0 | 0 | 1,752,000 | 0 |
| 5 - Debt Service | 0 | 0 | 0 | 0 | 0 | 0 | 1,752,000 |
| 0100 - General Fund | 1,752,000 | 0 | 0 | 0 | 0 | 1,752,000 | 1,752,000 |
| X001 - Regular Budget Authority | 1,752,000 | 0 | 0 | 0 | 0 | 1,752,000 | 1,752,000 |
| 670E - Parks - Debt Service | 1,752,000 | 0 | 0 | 0 | 0 | 1,752,000 | 1,752,000 |

Commonwealth of Kentucky
Revised Allotments by Object Type

| | Allotment Qtr 1 Revised FY 06-07 | Allotment Qtr 2 Revised FY 06-07 | Allotment Qtr 3 Revised FY 06-07 | Allotment Qtr 4 Revised FY 06-07 | Unallotted Revised FY 06-07 | Allotment Revised Total FY 06-07 | Object Class Revised FY 06-07 |
|--|--|--|--|--|-----------------------------------|--|-------------------------------------|
| 670G - Breaks Interstate Park | | | | | | | |
| X001 - Regular Budget Authority | | | | | | | |
| <i>0100 - General Fund</i> | | | | | | | |
| QUARTER - Quarter | 50,000 | 50,000 | 50,000 | 41,100 | 0 | 191,100 | 0 |
| 4 - Grants, Loans, Benefits | 0 | 0 | 0 | 0 | 0 | 0 | 191,100 |
| <i>0100 - General Fund</i> | <i>50,000</i> | <i>50,000</i> | <i>50,000</i> | <i>41,100</i> | <i>0</i> | <i>191,100</i> | <i>191,100</i> |
| X001 - Regular Budget Authority | 50,000 | 50,000 | 50,000 | 41,100 | 0 | 191,100 | 191,100 |
| 670G - Breaks Interstate Park | 50,000 | 50,000 | 50,000 | 41,100 | 0 | 191,100 | 191,100 |
| Grand Total | 31,314,300 | 16,712,300 | 12,280,300 | 22,704,200 | 0 | 83,011,100 | 27,978,400 |

Commonwealth of Kentucky
Revised Approp. vs. Allotment at AP

| | Appropriation Revised Total FY 06-07 | Allotment Revised Total FY 06-07 |
|--------------------------------|---|---|
| 670_BILL - Parks | | |
| <i>GNRL - General Fund</i> | | |
| APPROP - Appropriation | 27,978,400 | 0 |
| <i>GNRL - General Fund</i> | 27,978,400 | 0 |
| <i>0100 - General Fund</i> | | |
| TOTALLT - Total Allotment | 0 | 27,978,400 |
| <i>0100 - General Fund</i> | 0 | 27,978,400 |
| <i>RSTD - Restricted Funds</i> | | |
| APPROP - Appropriation | 57,032,700 | 0 |
| <i>RSTD - Restricted Funds</i> | 57,032,700 | 0 |
| <i>2100 - State Parks Fund</i> | | |
| TOTALLT - Total Allotment | 0 | 57,032,700 |
| <i>2100 - State Parks Fund</i> | 0 | 57,032,700 |
| 670_BILL - Parks | 85,011,100 | 85,011,100 |
| Grand Total | 85,011,100 | 85,011,100 |

Commonwealth of Kentucky
Revised Approp. vs. Allotment by AP

| | Appropriation Revised Total FY 06-07 | Allotment Revised Total FY 06-07 |
|--------------------------------|--|--|
| 670K - Parks | | |
| <i>GNRL - General Fund</i> | | |
| APPROP - Appropriation | 27,978,400 | 0 |
| <i>GNRL - General Fund</i> | 27,978,400 | 0 |
| <i>RSTD - Restricted Funds</i> | | |
| APPROP - Appropriation | 57,032,700 | 0 |
| <i>RSTD - Restricted Funds</i> | 57,032,700 | 0 |
| 670K - Parks | 85,011,100 | 0 |

Commonwealth of Kentucky
Revised Approp. vs. Allotment by AP

| | Appropriation Revised Total FY 06-07 | Allotment Revised Total FY 06-07 |
|--|--|--|
| 670A - General Administration and Support | | |
| <i>0100 - General Fund</i> | | |
| TOTALLT - Total Allotment | 0 | 10,788,700 |
| <i>0100 - General Fund</i> | 0 | 10,788,700 |
| <i>2100 - State Parks Fund</i> | | |
| TOTALLT - Total Allotment | 0 | 7,300 |
| <i>2100 - State Parks Fund</i> | 0 | 7,300 |
| 670A - General Administration and Suppo | 0 | 10,796,000 |

Commonwealth of Kentucky
Revised Approp. vs. Allotment by AP

| | Appropriation Revised Total FY 06-07 | Allotment Revised Total FY 06-07 |
|--------------------------------|--|--|
| 670B - Resort Parks | | |
| <i>0100 - General Fund</i> | | |
| TOTALLT - Total Allotment | 0 | 9,042,300 |
| <i>0100 - General Fund</i> | 0 | 9,042,300 |
| <i>2100 - State Parks Fund</i> | | |
| TOTALLT - Total Allotment | 0 | 46,340,300 |
| <i>2100 - State Parks Fund</i> | 0 | 46,340,300 |
| 670B - Resort Parks | 0 | 55,382,600 |

Commonwealth of Kentucky
Revised Approp. vs. Allotment by AP

| | Appropriation Revised Total FY 06-07 | Allotment Revised Total FY 06-07 |
|--|--|--|
| 670C - Recreation Parks and Historic Sites | | |
| <i>0100 - General Fund</i> | | |
| TOTALLT - Total Allotment | 0 | 5,852,000 |
| <i>0100 - General Fund</i> | 0 | 5,852,000 |
| <i>2100 - State Parks Fund</i> | | |
| TOTALLT - Total Allotment | 0 | 8,929,500 |
| <i>2100 - State Parks Fund</i> | 0 | 8,929,500 |
| 670C - Recreation Parks and Historic Sites: | 0 | 14,781,500 |

Commonwealth of Kentucky
Revised Approp. vs. Allotment by AP

| | Appropriation Revised Total FY 06-07 | Allotment Revised Total FY 06-07 |
|--------------------------------|---|---|
| 670D - Cafeterias | | |
| <i>0100 - General Fund</i> | | |
| TOTALLT - Total Allotment | 0 | 352,300 |
| <i>0100 - General Fund</i> | 0 | 352,300 |
| <i>2100 - State Parks Fund</i> | | |
| TOTALLT - Total Allotment | 0 | 1,755,600 |
| <i>2100 - State Parks Fund</i> | 0 | 1,755,600 |
| 670D - Cafeterias | 0 | 2,107,900 |

Commonwealth of Kentucky
Revised Approp. vs. Allotment by AP

| | Appropriation | Allotment |
|------------------------------------|----------------------|----------------------|
| | Revised Total | Revised Total |
| | FY 06-07 | FY 06-07 |
| <hr/> | | |
| 670E - Parks - Debt Service | | |
| <i>0100 - General Fund</i> | | |
| TOTALLT - Total Allotment | 0 | 1,752,000 |
| <i>0100 - General Fund</i> | 0 | 1,752,000 |
| 670E - Parks - Debt Service | 0 | 1,752,000 |

Commonwealth of Kentucky
Revised Approp. vs. Allotment by AP

| | Appropriation Revised Total FY 06-07 | Allotment Revised Total FY 06-07 |
|--------------------------------------|---|---|
| 670G - Breaks Interstate Park | | |
| <i>0100 - General Fund</i> | | |
| TOTALLT - Total Allotment | 0 | 191,100 |
| <i>0100 - General Fund</i> | 0 | 191,100 |
| 670G - Breaks Interstate Park | 0 | 191,100 |
| Grand Total | 85,011,100 | 85,011,100 |

Commonwealth of Kentucky
Revised Approp by Fund

| | | Appropriation |
|-------------------------|--|----------------------|
| | | Revised Total |
| | | FY 06-07 |
| 670K - Parks | | |
| GNRL - General Fund | | 27,978,400 |
| RSTD - Restricted Funds | | 57,032,700 |
| 670K - Parks | | 85,011,100 |
| Grand Total | | 85,011,100 |